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ABSTRACT

This document gives the minimum standards required for licensing day care centers and nighttime centers in the State of Illinois. The standards were established by the Department of Children and Family Services under the Child Care Act of 1969. Included in the publication are: (1) an explanation of the legal basis and application of standards; (2) standards for organization and administration of centers; (3) discussion of personnel and working conditions; (4) enumeration of services to children (those eligible for service, discipline measures allowed, health and medical standards, etc.); and (5) special sections dealing with physical plant, records and reports required. (AJ)

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STANDARDS
for
LICENSED DAY CARE CENTERS
and
NIGHT-TIME CENTERS

Revised and Reissued
January 1, 1970

STATE OF ILLINOIS
DEPARTMENT OF CHILDREN
AND FAMILY SERVICES

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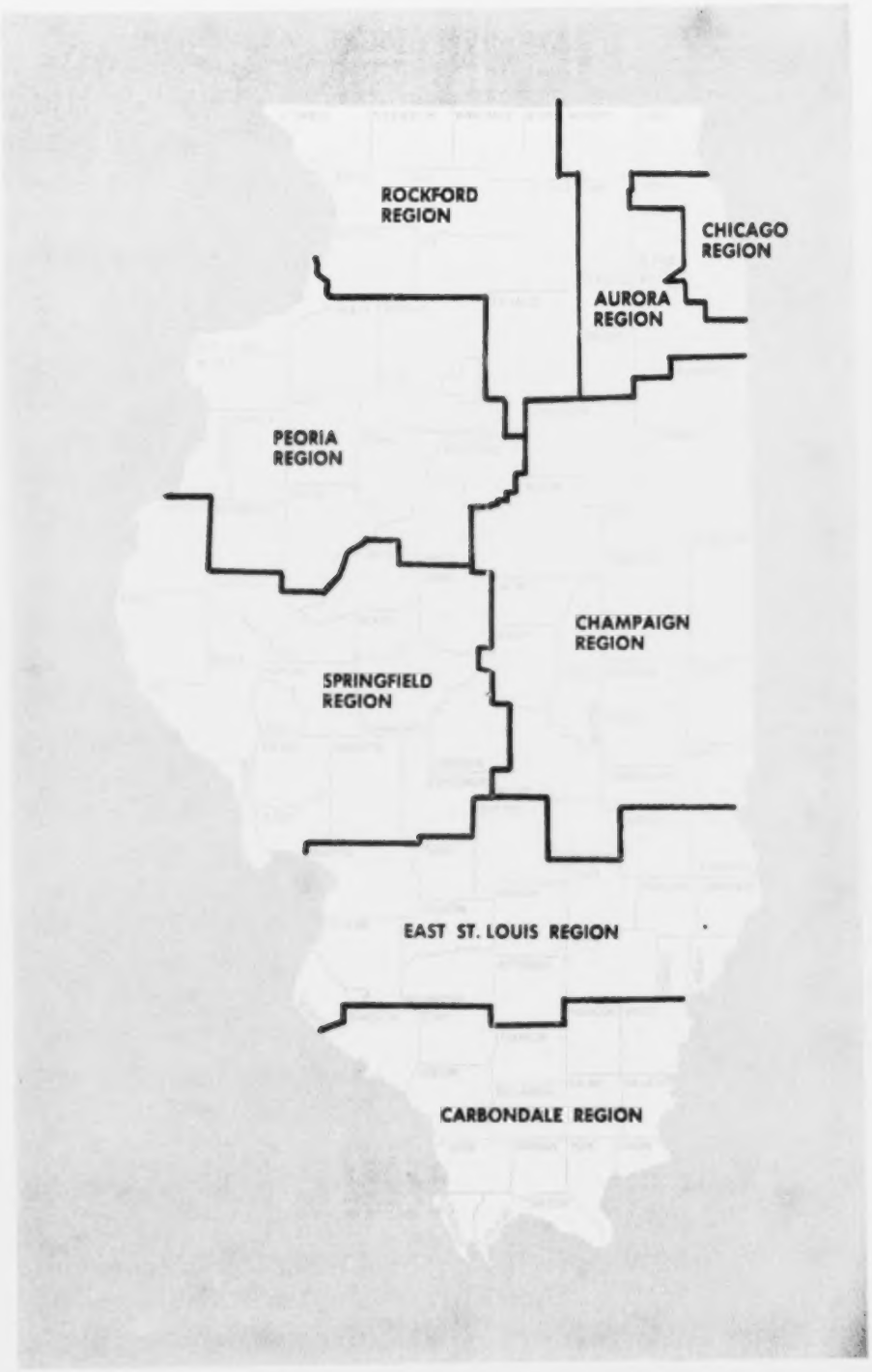
Regional Map
Dept. of Children & Family Services



MINIMUM STANDARDS
for
LICENSED DAY CARE CENTERS AND
NIGHT-TIME CENTERS

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THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES GRATEFULLY ACKNOWLEDGES THE UNSTINTING SERVICES OF THE HARD WORKING ADVISORY COMMITTEE ON STANDARDS FOR DAY CARE CENTERS, THE MEMBERS OF VARIOUS SUBCOMMITTEES, AND NUMEROUS OTHER INDIVIDUALS WHO CONSULTED AND SERVED WITH THEM IN FORMULATING THE BASIC STANDARDS CONTAINED HEREIN.

THIS PUBLICATION, IN ADDITION TO INCORPORATING STANDARDS FOR NIGHT-TIME CENTERS, REFLECTS CERTAIN REVISIONS, ADDITIONS, AND DELETIONS, NECESSITATED BY THE PASSAGE OF THE CHILD CARE ACT OF 1969, AND ADMINISTRATIVE EXPERIENCES ALONG WITH THE PREVIOUS STANDARDS PROMULGATED BY THE COMMITTEE. WHILE THESE CHANGES WERE NECESSARILY UNDERTAKEN WITHOUT THE PARTICIPATION OR SANCTION OF THE COMMITTEE, THE PREVIOUS STANDARDS SERVED AS THE PRIMARY BASIS FOR THESE NEW, REVISED, AND REISSUED STANDARDS. EXCEPT FOR SOME SPECIFIC NEW MATERIAL ON NIGHT-TIME CENTERS, THERE ARE ONLY A FEW, MINOR SUBSTANTIVE CHANGES IN THIS PUBLICATION, WHICH, WITHOUT THE EXCELLENT GROUNDWORK LAID BY THE COMMITTEE ON STANDARDS FOR DAY CARE CENTERS, COULD NOT HAVE BEEN ACHIEVED.

INTRODUCTION

THESE STANDARDS ARE BASED ON AND SUPERSEDE AN EARLIER PUBLICATION, "STANDARDS FOR LICENSED DAY CARE CENTERS AND GROUP DAY CARE FACILITIES, "THE RESULT OF SEVERAL YEARS' WORK BY THE COMMITTEE ON STANDARDS FOR DAY CARE CENTERS, WHICH WAS ESTABLISHED BY THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES UNDER AUTHORITY OF THE CHILD CARE ACT, APPROVED JULY 10, 1957, NOW REPEALED. THIS PUBLICATION PRIMARILY INCORPORATES ADMINISTRATIVE CHANGES NECESSITATED BY THE PASSAGE OF THE CHILD CARE ACT OF 1969, AND MINOR REVISIONS, ADDITIONS AND DELETIONS RESULTING FROM EXPERIENCES WITH AND REVIEW OF THE PREVIOUS STANDARDS.

THERE IS INCREASING EMPHASIS, REFLECTED TO SOME EXTENT IN THESE STANDARDS, ON BETTER PROGRAMS, ON GREATER VARIETY AND COORDINATION OF SERVICES, AND ON CLOSER RELATIONSHIPS AMONG PUBLIC AND PRIVATE FACILITIES AND COMMUNITY ORGANIZATIONS OF MANY KINDS. RECOGNITION OF THESE NEEDS WAS A PRIMARY FACTOR WHICH LED TO SPECIFIC LEGISLATION INVOLVING NIGHT-TIME CENTERS, WHICH ARE COVERED UNDER THE CHILD CARE ACT OF 1969.

THE STATE HAS HAD LITTLE EXPERIENCE WITH NIGHT-TIME CENTERS, PER SE, BUT DAY CARE CENTERS IN ILLINOIS, UNDER PUBLIC, CHARITABLE, AND PROPRIETARY AUSPICES, HAVE RICHLY CONTRIBUTED TO THE KNOWLEDGE AND UNDERSTANDING OF CHILDREN WHO NEED SERVICES OUTSIDE THEIR OWN HOMES. THESE FACILITIES ARE CONSTANTLY CHANGING AND IMPROVING THEIR SERVICES IN KEEPING WITH THEIR NEW NEEDS, KNOWLEDGES, AND CONCEPTS GAINED FROM EXPERIENCES IN THE FIELD OF GROUP DAY CARE AND DEVELOPMENT OF YOUNG CHILDREN. IN ADDITION, PRESSURES OF THE GROWING NEEDS AND DEMANDS FOR SERVICES REQUIRE THAT MORE RAPID AND DARING STRIDES BE TAKEN TO DEVELOP PROGRAMS HELPFUL TO BOTH NORMAL CHILDREN AND THOSE DISADVANTAGED BECAUSE OF MULTIPLE FORMS OF SOCIAL, EMOTIONAL, MENTAL, AND PHYSICAL HANDICAPS.

THIS PUBLICATION IS PRIMARILY CONCERNED WITH MINIMUM STANDARDS REQUIRED FOR LICENSING. HOWEVER, THROUGH STATEMENTS GIVING RATIONALE FOR THE STANDARDS AND RECOMMENDED STANDARDS, IT IS HOPED THAT THOSE CONDUCTING CENTERS WILL BE HELPED TO ACHIEVE HIGHER SERVICE GOALS DESIGNED TO MEET THE INNATE NEEDS OF CHILDREN. STANDARDS, PRESCRIBED FOR A PARTICULAR AREA OF CHILD CARE SERVICE, ARE THE YARDSTICK BY WHICH THE DEGREE OF LICENSING PROTECTION IS MEASURED: MINIMUM STANDARDS ASSURE MINIMUM PROTECTION: OPTIMUM STANDARDS ASSURE OPTIMUM PROTECTION.

PUBLIC HEARINGS, ALTHOUGH NOT A STATUTORY REQUIREMENT, WERE CONDUCTED ON THE ORIGINAL STANDARDS FOR DAY CARE CENTERS, PROPOSED BY THE COMMITTEE, FOLLOWING WIDE DISTRIBUTION IN PRELIMINARY FORM. AS A RESULT OF THE PUBLIC HEARINGS, *THE COMMITTEE CAREFULLY REVIEWED THE STATEMENTS OF ALL PERSONS APPEARING FOR THE HEARINGS AND OTHER WRITTEN STATEMENTS SUBMITTED BY MANY INTERESTED INDIVIDUALS AND AGENCIES. THE FINAL PUBLICATION INCORPORATED REVISIONS AND MODIFICATIONS OF STANDARDS FOR DAY CARE CENTERS, ORIGINALLY PROPOSED BY THE COMMITTEE, IN THE AREAS WHICH THE COMMITTEE AND THE DEPARTMENT DEEMED WARRANTED.

*MRS. FRANK STEWART, OF DOLTON, MEMBER OF THE ILLINOIS COMMISSION ON CHILDREN, SERVED AS HEARINGS OFFICER FOR HEARINGS CONDUCTED ON SEPTEMBER 16, 1966, ROOM 1615, 160 NORTH LA SALLE STREET, CHICAGO, ILLINOIS.

STANDARDS FOR LICENSED DAY CARE CENTERS AND NIGHT-TIME CENTERS

SECTION ONE

THE BASIS FOR AND APPLICATION OF STANDARDS

I. THE CHILD CARE ACT -- AUTHORITY AND DEFINITIONS

THE CHILD CARE ACT, APPROVED MAY 15, 1969, AS AMENDED, IS THE LEGAL AUTHORITY UNDER WHICH THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES, HEREINAFTER REFERRED TO AS THE DEPARTMENT, PRESCRIBES STANDARDS FOR AND LICENSES DAY CARE AND NIGHT-TIME CENTERS AS DEFINED UNDER THE ACT. REFERENCE TO "CENTER" OR "CENTERS" SHALL MEAN BOTH DAY CARE CENTERS AND NIGHT-TIME CENTERS UNLESS THE CONTEXT INDICATES OTHERWISE.

THE CHILD CARE ACT, UNDER SEC. 2.09, DEFINES "DAY CARE CENTER" TO MEAN "ANY CHILD CARE FACILITY RECEIVING MORE THAN 8 CHILDREN FOR DAYTIME CARE DURING ALL OR PART OF A DAY. THE TERM "DAY CARE CENTER" INCLUDES FACILITIES COMMONLY CALLED "CHILD CARE CENTERS", "DAY NURSERIES", "NURSERY SCHOOLS", "KINDERGARTENS", "PLAY GROUPS" AND "CENTERS OR WORKSHOPS FOR MENTALLY OR PHYSICALLY HANDICAPPED" WITH OR WITHOUT STATED EDUCATIONAL PURPOSES. THE TERM DOES NOT INCLUDE (a) KINDERGARTENS OR NURSERY SCHOOLS OR OTHER DAYTIME PROGRAMS OPERATED BY PUBLIC OR PRIVATE ELEMENTARY SCHOOL SYSTEMS OR SECONDARY LEVEL SCHOOL UNITS OR INSTITUTIONS OF HIGHER LEARNING; (b) FACILITIES OPERATED IN CONNECTION WITH A SHOPPING CENTER OR SERVICE, OR OTHER SIMILAR FACILITY, WHERE TRANSIENT CHILDREN ARE CARED FOR TEMPORARILY WHILE PARENTS OR CUSTODIANS OF THE CHILDREN ARE OCCUPIED ON THE PREMISES, OR ARE IN THE IMMEDIATE VICINITY AND READILY AVAILABLE; (c) ANY TYPE OF DAY CARE CENTER THAT IS CONDUCTED ON FEDERAL GOVERNMENT PREMISES; OR (d) SPECIAL ACTIVITIES PROGRAMS, INCLUDING ATHLETICS, CRAFTS INSTRUCTION AND SIMILAR ACTIVITIES CONDUCTED ON AN ORGANIZED AND PERIODIC BASIS BY CIVIC, CHARITABLE AND GOVERNMENTAL ORGANIZATIONS.

SEC. 2.19, OF THE ACT, DEFINES "NIGHT-CARE FACILITIES" TO MEAN "CENTERS OR FAMILY HOMES IN WHICH CHILDREN ARE RECEIVED FOR PERIODIC CARE DURING THE NIGHT WHEN A SINGLE PARENT, OR BOTH PARENTS, ARE ABSENT FROM HOME BECAUSE OF EMPLOYMENT, EMERGENCY OR OTHER REASONABLE CIRCUMSTANCE, AND THE CHILDREN ARE IN NEED OF SUPERVISION DURING SLEEPING HOURS. A FACILITY MAY BE LICENSED FOR EITHER DAY CARE OR NIGHT-TIME CARE, OR BOTH IF CIRCUMSTANCES PERMIT, AND WHETHER THE SAME CHILDREN ARE SERVED ACCORDING TO THE WORK SHIFTS OF THEIR PARENTS OR OTHER CIRCUMSTANCES.

"NIGHT-TIME CENTER", IS FURTHER DEFINED TO MEAN "A FACILITY WHICH IS ESTABLISHED TO RECEIVE 9 OR MORE CHILDREN, BUT NOT TO EXCEED 20 CHILDREN, FOR NIGHT-TIME CARE."

II. DIRECTOR OF THE DIVISION OF CHILD WELFARE DELEGATED RESPONSIBILITY

THE DIRECTOR OF THE DIVISION OF CHILD WELFARE IS DELEGATED RESPONSIBILITY BY THE DIRECTOR OF THE DEPARTMENT TO SEE THAT THE STANDARDS FOR LICENSE, AS PRESCRIBED HEREIN, ARE MET AND MAINTAINED BY ALL LICENSED CENTERS, OPERATING IN THE STATE OF ILLINOIS, WHICH ARE SUBJECT TO THE PROVISIONS OF THE CHILD CARE ACT.

III. PUBLISHED STANDARDS BASED ON OFFICIAL REGULATIONS -- DISCREPANCIES BETWEEN

REQUIRED STANDARDS, AS PUBLISHED, ARE BASED ON THE DEPARTMENT'S OFFICIAL REGULATION NO. 5.13, "MINIMUM STANDARDS FOR LICENSED DAY CARE CENTERS AND NIGHT-TIME CENTERS" AS FILED WITH THE SECRETARY OF STATE.

SHOULD THERE BE ANY DISCREPANCY OR CONFLICT BETWEEN ANY SECTION OR ITEM OF THE STANDARDS, AS PUBLISHED, AND REGULATION NO. 5.13, REQUIREMENTS UNDER THE REGULATION SHALL APPLY.

IV. EFFECTIVE DATE OF STANDARDS FOR EXISTING FACILITIES AND FOR NEW FACILITIES

THE STANDARDS, PRESCRIBED HEREIN, SHALL BECOME GENERALLY EFFECTIVE UPON THE DATE THEY ARE OFFICIALLY ADOPTED AND PUBLISHED BY THE DEPARTMENT.

CENTERS IN OPERATION AT THE TIME THESE STANDARDS ARE ADOPTED, AS DEPARTMENT REGULATIONS, SHALL HAVE TWO CALENDAR YEARS, FROM THAT DATE TO ACHIEVE COMPLIANCE WITH REVISED OR NEW STANDARDS WHICH REQUIRE MAJOR CHANGES IN ORGANIZATION AND ADMINISTRATION; STAFFING; SERVICES TO CHILDREN; AND PHYSICAL PLANT AND FACILITIES.

MINIMUM STANDARDS REQUIRED FOR LICENSING SHALL BE APPLICABLE, IN ALL RESPECTS, TO ANY CENTER ESTABLISHED AFTER THE STANDARDS HAVE BEEN OFFICIALLY ADOPTED AND PUBLISHED BY THE DEPARTMENT.

V. FORMAT IDENTIFIES REQUIRED STANDARDS

THE FORMAT OF STANDARDS PUBLISHED BY THE DEPARTMENT PROVIDES FOR TWO TYPES OF REFERENCE: (1) REQUIRED STANDARDS OR

REGULATIONS ARE IN UPPER CASE TYPE (CAPITAL LETTERS); (2) GENERALLY STATED STANDARDS, STATEMENTS OF RATIONALE, AS THE BASIS FOR PRESCRIBING REQUIRED STANDARDS, AND RECOMMENDED STANDARDS ARE PRINTED IN LOWER CASE (small letters.)

Section Two

ORGANIZATION AND ADMINISTRATION

The conduct of a center, regardless of its size, is complex and its satisfactory operation depends upon good organization, structure, program plan, and staff. Therefore, in order to provide needed services and to fulfill the responsibility which a center assumes for care of children, there should be sufficient formal organization or structure, and appointment or designation of staff competent to administer all phases of the child care program commensurate with the needs of the children served and the requirements set forth, herein.

The quality and effectiveness of the services depend on the caliber, conviction, and understanding of the person or persons administering the program; the knowledge, skill, and personal qualifications of staff, the understanding and dedication of the Board of Directors or other sponsors; the adequacy of financing; availability and utilization of ancillary services and other resources; and good coordination of all elements of the program. While the specific organization and auspices under which CENTERS operate may vary, the purposes, goals, and ways of achieving them, and the basic elements in organization and administration need to be clearly identified by those who prescribe and administer policy.

REGARDLESS OF AUSPICES OR SPONSORSHIP, THE CENTER SHALL COMPLY WITH THE PRESCRIBED REQUIREMENTS, PERTAINING TO ORGANIZATION AND ADMINISTRATION, TO ASSURE THE WELFARE OF CHILDREN FOR WHOM IT ASSUMES RESPONSIBILITY, AND THE REPUTABLE CONDUCT OF THE FACILITY, ITSELF.

I. FAMILIARITY WITH PROVISIONS OF THE CHILD CARE ACT AND MINIMUM STANDARDS

A. THE CHILD CARE ACT

THE ADMINISTRATIVE HEAD AND/OR KEY BOARD MEMBERS SHALL BECOME SUFFICIENTLY FAMILIAR WITH THE PROVISIONS OF THE CHILD CARE ACT SO THAT THEY ARE AWARE OF THE RIGHTS, PRIVILEGES, AND PROTECTION OF THE CENTER, AND THE MANDATORY RESPONSIBILITIES PRESCRIBED FOR THE DEPARTMENT, THEREUNDER.

B. Minimum Standards

The Child Care Act is the legal authority under which minimum standards are prescribed and published by the Department. Since these standards have bearing on all facets of a child care program,

it is necessary that all responsible persons, both board and staff members, have a working knowledge of standards requirements in order to assure their compliance and maintenance by the center.

THE ADMINISTRATIVE HEAD AND/OR KEY BOARD MEMBERS OF THE FACILITY SHALL SEE THAT MEMBERS OF THE STAFF AND BOARD ARE FAMILIAR WITH THE CONTENTS OF THIS PUBLICATION AND HAVE A WORKING KNOWLEDGE OF REQUIREMENTS PRESCRIBED FOR THEIR PARTICULAR AREAS OF OPERATION, OR WHICH AFFECT THEIR PARTICULAR FUNCTIONS AND RESPONSIBILITIES.

II. ORGANIZATION

A. PURPOSE

THE PURPOSE OR PURPOSES FOR WHICH THE CENTER IS ESTABLISHED SHALL BE CLEARLY SET FORTH (1) IN A STATEMENT OF PURPOSE AS A CORPORATION FILED WITH THE SECRETARY OF STATE AND AVAILABLE TO THE DEPARTMENT; OR (2) IF UNINCORPORATED, IN A STATEMENT OF PURPOSE FILED WITH THE DEPARTMENT. THE CENTER, IN PRACTICE, SHALL OFFER THE TYPE OF SERVICES AND PROGRAM IT REPRESENTS ITSELF AS PROVIDING.

B. RESPONSIBLE BOARD OR DIRECTOR

1. THE GOVERNING BOARD OR, IF THE FACILITY OPERATES INDEPENDENTLY OF A RESPONSIBLE ORGANIZED BOARD, THE OWNER OR OTHER QUALIFIED PERSON DESIGNATED AS DIRECTOR OR OPERATOR, SHALL BE RESPONSIBLE TO THE DEPARTMENT FOR CONTINUING SATISFACTORY OPERATION OF THE CENTER ACCORDING TO REQUIREMENTS SET FORTH, HEREIN.

2. THE GOVERNING BOARD OF A CENTER, WITH OR WITHOUT CORPORATE STATUS, OR, IN THE ABSENCE OF SUCH BOARD, THE PERSON DESIGNATED AS DIRECTOR, OR THE OPERATOR, SHALL BE RESPONSIBLE FOR:

   a. A WELL-ORGANIZED AND WELL-CONDUCTED FACILITY.

   b. PERSONNEL POLICIES AND PRACTICES, WHICH SHALL BE IN WRITING, IF THERE ARE FOUR OR MORE EMPLOYED PERSONS, EXCLUSIVE OF THE OWNER-OPERATOR, ON THE STAFF.

   c. ESTABLISHED, WRITTEN POLICIES PERTAINING TO ADMISSION, CARE AND DISCHARGE OF CHILDREN.

   d. FINANCING.

3. SHOULD THERE BE A GOVERNING BOARD, IT SHALL, IN ADDITION TO THE RESPONSIBILITIES PRECRIBED UNDER 2, ABOVE:

a. ESTABLISH WRITTEN, OPERATING RULES, INCLUDING ADMINISTRATIVE OR POLICY-MAKING DUTIES, FOR CONDUCT OF ITS OFFICERS AND MEMBERS.

b. ESTABLISH CLEAR LINES OF COMMUNICATION AND RESPONSIBILITY AMONG ITS MEMBERS AND BETWEEN THE GOVERNING BODY AND THE ADMINISTRATOR.

c. HOLD MEETINGS AS OFTEN AS REQUIRED FOR THE CONDUCT OF THE BUSINESS OF THE FACILITY, WITH AT LEAST TWO FULL MEETINGS ANNUALLY.

d. FILE WITH THE DEPARTMENT THE NAMES, ADDRESSES, AND TELEPHONE NUMBERS OF THE CURRENT, PRINCIPAL OFFICERS.

It is recommended that no member of a governing board serve as a paid employee of the center because of possible conflict of interests and responsibilities.

III. ADMINISTRATION

A. FINANCES

1. THE CENTER SHALL MAINTAIN FINANCIAL COMPETENCY TO ASSURE CONTINUING CARE AND SERVICES TO THE CHILDREN ACCEPTED, AND TO ASSURE THE STAFFING AND MAINTENANCE OF THE PLANT ACCORDING TO REQUIREMENTS PRESCRIBED, HEREIN. TO REFLECT ITS FINANCIAL ABILITY TO CONDUCT A CHILD CARE PROGRAM ON A CONTINUING BASIS, THE CENTER SHALL:

   a. HAVE BUDGETARY DATA TO INDICATE THE ANTICIPATED SOURCES OF INCOME AND EXPENSES OF ITS OPERATION.

   b. MAINTAIN RECORDS OF ACTUAL INCOME AND EXPENDITURES.

2. THE DEPARTMENT, IN ITS DISCRETION, MAY REQUIRE THE PRODUCTION OF FINANCIAL RECORDS TO BE MADE AVAILABLE TO ITS AUTHORIZED REPRESENTATIVES WHEN IT APPEARS THAT A CENTER IS UNABLE TO MAINTAIN, OR IS FAILING TO COMPLY WITH STANDARDS, HEREIN PRECRIBED, BECAUSE OF FINANCIAL DIFFICULTIES, AND THE FINANCIAL CONDITIONS NEED TO BE REVIEWED FOR THESE REASONS.

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3. A CENTER, OPERATING UNDER CHARITABLE OR AUSPICES OTHER THAN PROPRIETARY (OWNERSHIP) SHALL:

   a. PREPARE ANNUAL BUDGETS.

   b. ARRANGE FOR PROPER BONDING OF OFFICERS AND EMPLOYEES HANDLING SUBSTANTIAL AGENCY FUNDS.

   c. ARRANGE FOR AN ANNUAL AUDIT OF ACCOUNTS BY QUALIFIED ACCOUNTANTS WHO ARE NOT AFFILIATED WITH THE CENTER.

It is recommended that a center maintain sufficient reserve funds to meet its budgeted operating expenses, with a plan to procure additional funds as needed.

It is recommended that a center carry general liability insurance.

B. BUSINESS AND PLANT MANAGEMENT

THERE SHALL BE A SYSTEM OF BUSINESS MANAGEMENT AND STAFFING TO ASSURE:

1. MAINTENANCE OF REQUIRED ACCOUNTS, BOOKS, AND RECORDS, INCLUDING FINANCIAL, PERSONNEL AND CHILD RECORDS.

2. CONDUCT OF DAILY, ROUTINE BUSINESS AFFAIRS WITHOUT UNDUE INTRUSION ON STAFF ASSIGNED TO THE CHILD CARE PROGRAM.

3. REGULAR, ROUTINE MAINTENANCE OF THE PREMISES.

4. READY COMMUNICATION, SUCH AS TELEPHONE OR AN INTER-COMMUNICATION SYSTEM, BETWEEN THE BUILDINGS AND UNITS, FOR REACHING STAFF AND/OR CHILDREN WITHIN THE CENTER, AND OUTSIDE PERSONS, WHEN NEEDED.

C. EMPLOYMENT OF STAFF

1. STAFF SHALL BE EMPLOYED ACCORDING TO THE QUALIFICATIONS PRESCRIBED UNDER SECTION THREE, PERSONNEL.

2. THOROUGH CONSIDERATION SHALL BE GIVEN TO REFERENCES AND CAREFUL CHECK MADE INTO THE MORAL FITNESS, CHARACTER, AND APTITUDES OF PERSONS ASSIGNED TO WORK WITH CHILDREN, DIRECTLY, AND THOSE WHO ARE LIKELY TO COME IN FREQUENT AND REGULAR CONTACT WITH THEM.

D. SERVICES TO CHILDREN

THE CENTER SHALL PROVIDE AND PROMOTE SERVICES FOR THE WELFARE OF THE GROUP AND INDIVIDUAL CHILDREN UNDER CARE, AS REQUIRED UNDER SECTION FOUR, SERVICES TO CHILDREN.

E. PLANT AND EQUIPMENT

PLANT FACILITIES AND EQUIPMENT SHALL BE PROVIDED AND MAINTAINED AS REQUIRED UNDER SECTION FIVE, PLANT AND EQUIPMENT.

F. RECORDS AND REPORTS

THE CENTER SHALL MAINTAIN RECORDS, FILE ROUTINE REPORTS AND SUBMIT SPECIAL REPORTS AS REQUIRED UNDER SECTION SIX, RECORDS AND REPORTS.

IV. CHANGE IN STRUCTURE, ORGANIZATION, AND ADMINISTRATION

THE BOARD, OR A PERSON OFFICIALLY REPRESENTING THE CENTER, SHALL NOTIFY THE DEPARTMENT OF ANY MAJOR CHANGES PENDING OR OCCURRING IN THE OWNERSHIP, CORPORATE STRUCTURE, ORGANIZATION, OR ADMINISTRATION OF THE FACILITY.

V. DAY CARE AND NIGHT-TIME CENTERS UTILIZING THE SAME PREMISES

A. STANDARDS GENERALLY APPLICABLE TO BOTH

MINIMUM STANDARDS PRESCRIBED, HEREIN, APPLY BOTH TO DAY CARE CENTERS AND TO NIGHT-TIME CENTERS, IN MOST RESPECTS. THE PREMISES OF A LICENSED DAY CARE CENTER, OPERATING A FULL DAY CARE PROGRAM, ORDINARILY WOULD MEET THE REQUIREMENTS FOR A NIGHT-TIME CENTER, PARTICULARLY IN RESPECT TO THE GENERAL PHYSICAL PLANT FACILITIES, EQUIPMENT, FURNISHINGS, AND SUCH. THEREFORE, LICENSE MAY BE SOUGHT TO CONDUCT A NIGHT-TIME CENTER AT THE SAME LOCATION AS A DAY CARE CENTER, USING THE SAME EQUIPMENT AND FACILITIES PROVIDED FOR THE DAY CARE CENTER PROGRAM, UNDER CIRCUMSTANCES PRESCRIBED.

B. DEPARTMENT APPROVAL--RESPONSIBILITY OF LICENSEES

1. THE CONDUCT OF A NIGHT-TIME CENTER ON THE PREMISES AND USING THE SAME FACILITIES ACCOMMODATING A LICENSED DAY CARE CENTER SHALL HAVE THE PRIOR APPROVAL OF THE DEPARTMENT.

2. THE LICENSEE OF A DAY CARE CENTER ALSO MAY BE THE LICENSEE OF A NIGHT-TIME CENTER WHERE THE TWO SERVICES ARE PROVIDED ON THE SAME PREMISES.

3. THE LICENSEE OF A NIGHT-TIME CENTER MAY BE OTHER THAN THE LICENSEE OF A DAY CARE CENTER OPERATING ON THE SAME PREMISES UNDER SPECIAL CIRCUMSTANCES.

4. THE LICENSEE OF THE DAY CARE CENTER MAY ENTER INTO NEGOTIATIONS WITH ANOTHER PARTY OR PARTIES FOR THE USE OF THE PREMISES THROUGH RENTAL, LEASE OR OTHER ARRANGMENTS NOT IN CONFLICT WITH THE STANDARDS PRESCRIBED, HEREIN, FOR THE CONDUCT AND LICENSING OF A NIGHT-TIME CENTER.

5. CAREFUL PLANNING SHALL BE MADE BETWEEN THE PARTIES CONCERNED, IN COOPERATION WITH THE DEPARTMENT, BEFORE AN AGREEMENT FOR THE DUAL OPERATION IS FINALIZED. WHILE SUCH AN AGREEMENT WOULD REQUIRE SPECIFIC DETAILS, SETTING FORTH THE RESPONSIBILITIES OF EACH PARTY, IT SHALL BE FLEXIBLE ENOUGH FOR EITHER PARTY TO WITHDRAW SHOULD BENEFITS ANTICIPATED FAIL TO ACCURE, OR THE LICENSED STATUS OF EITHER OR BOTH CENTERS IS JEOPARDIZED BECAUSE OF THE FAILURE OR INABILITY OF THE LICENSEES TO WORK COOPERATIVELY TO ACHIEVE AND MAINTAIN STANDARDS REQUIRED FOR LICENSING EACH OF THE FACILITIES.

6. SHOULD THE TWO CHILD CARE FACILITIES BE CONDUCTED ON THE SAME PREMISES, THE OPERATOR MUST SEE THAT THE SCHEDULES FOR DEPARTURE OF CHILDREN IN THE DAY CARE CENTER AND ARRIVAL OF THOSE COMING IN FOR NIGHT-TIME CARE DO NOT ENCROACH ON EACH OTHER.

7. ARRANGEMENTS FOR OCCUPANCY OF THE SAME PREMISES BY TWO DIFFERENT OPERATORS SHALL BE SUCH AS TO ELIMINATE OVERLAPPING AND DISRUPTIONS OF THE TWO OPERATIONS, AND TO ENSURE SMOOTH TRANSITION FROM ONE TYPE OF CHILD CARE TO ANOTHER.

VI. NEW AND REMODELED FACILITIES

A. BUILDING PLANS TO BE SUBMITTED FOR APPROVAL

A PERSON OR ORGANIZATION PROPOSING TO ESTABLISH A NEW CENTER, OR TO RELOCATE, OR TO UNDERTAKE MAJOR REMODELING OF BUILDINGS HOUSING A CHILD CARE PROGRAM,

SHALL SUBMIT BUILDING PLANS TO THE DEPARTMENT AND TO ANY OTHER GOVERNMENTAL AUTHORITY, STATE OR MUNICIPAL, WHICH REQUIRES PRIOR APPROVAL. THIS SHALL BE PRIOR TO HOUSING A NEW PROGRAM IN EXISTING BUILDINGS; PRIOR TO CONSTRUCTION OF NEW BUILDINGS FOR AN EXISTING PROGRAM; OR PRIOR TO MAJOR REMODELING OF FACILITIES HOUSING AN ON-GOING PROGRAM.

B. PERMIT OR LICENSE REQUIRED FOR OCCUPANCY

1. THERE SHALL BE NO CHILD OCCUPANCY OF A NEWLY ESTABLISHED CENTER, NEW PREMISES, NEW BUILDINGS, OR OF BUILDINGS UNDERGOING MAJOR REMODELING, WITHOUT TEMPORARY PERMIT OR FULL LICENSE ISSUED BY THE DEPARTMENT.

2. PRIOR TO ISSUING PERMIT OR LICENSE FOR OCCUPANCY THE RESPONSIBLE PERSON OR PERSONS SHALL PROVIDE PROOF THAT ZONING AND OTHER NECESSARY CLEARANCES, INCLUDING LICENSES, REQUIRED UNDER MUNICIPAL ORDINANCES, HAVE BEEN OBTAINED.

VII. LICENSE

A. APPLICATION

APPLICATION FOR LICENSE SHALL BE DULY FILED, BY THE OWNER-OPERATOR, OFFICERS, OR THE BOARD OF AN AGENCY SPONSORING THE CENTER OR ITS AUTHORIZED REPRESENTATIVE, ON FORMS PRESCRIBED AND FURNISHED BY THE DEPARTMENT.

B. APPLICATION FOR RENEWAL OF LICENSE AND NEW APPLICATION TO BE FILED

1. APPLICATION FOR RENEWAL OF LICENSE SHALL BE MADE TO THE DEPARTMENT, ON FORMS PROVIDED, THREE MONTHS PRIOR TO DUE DATE FOR RENEWAL.

2. NEW APPLICATION SHALL BE FILED WHEN:
   a. THERE IS A CHANGE OF ADDRESS OF A FACILITY.
   b. THE NAME OF THE CENTER IS CHANGED.
   c. THERE IS A CHANGE OF OWNERSHIP OR SPONSORSHIP.
   d. THE OPERATOR OR SPONSOR SEEKS REINSTATEMENT AFTER APPLICATION FOR LICENSE HAS BEEN WITHDRAWN.
   e. THE DEPARTMENT HAS REVOKED OR REFUSED TO RENEW A LICENSE AND REINSTATEMENT IS SOUGHT.

C. PROVISIONS OF THE LICENSE OR PERMIT

1. LICENSE SHALL BE EFFECTIVE FOR TWO YEARS FROM DATE ISSUED, UNLESS THERE ARE CHANGES IN THE PROVISIONS OF THE LICENSE, NECESSITATING RE-ISSUANCE; THE LICENSE IS REVOKED; OR THE LICENSE IS INVALIDATED FOR OTHER REASONS. A PERMIT IS EFFECTIVE FOR SIX MONTHS FROM DATE ISSUED.

2. THE CENTER SHALL ADHERE TO THE PROVISIONS SPECIFIED ON THE LICENSE OR PERMIT ISSUED, AND THE NUMBER OF CHILDREN SPECIFIED ON THE LICENSE OR PERMIT SHALL BE THE MAXIMUM IN THE CENTER AT ANY ONE TIME.

   THIS SHALL NOT PRECLUDE A CENTER, WHICH HAS SPACE AND IS OTHERWISE EQUIPPED, FROM ENROLLING ONE OR TWO ADDITIONAL CHILDREN IN EACH GROUP, THREE YEARS OF AGE OR OLDER, IN ORDER TO COMPENSATE FOR ABSENTEEISM. OVER-ENROLLMENT SHALL BE CONTROLLED SO THAT THE NUMBER OF CHILDREN GENERALLY IN ATTENDANCE DOES NOT FREQUENTLY OR CONSISTENTLY EXCEED THE LICENSED CAPACITY; OTHERWISE THE OVER-ENROLLMENT SHALL BE REDUCED ACCORDINGLY.

3. THE CENTER SHALL NOT EXPAND ITS SERVICES NOR SEEK INCREASE IN ITS LICENSED CAPACITY UNLESS THE EXISTING FACILITY IS IN COMPLIANCE WITH REQUIRED STANDARDS.

4. LICENSE OR PERMIT SHALL NOT BE TRANSFERRED OR TRANSMITTED TO ANOTHER PERSON, ORGANIZATION, OR SPONSOR, NOR TO A CENTER OPERATING AT AN ADDRESS OTHER THAN THE ONE SHOWN ON THE LICENSE OR PERMIT.

5. THE LICENSE OR PERMIT SHALL BE ON DISPLAY.

6. THERE SHALL BE NO FEE OR CHARGE FOR LICENSE OR PERMIT ISSUED.

SECTION THREE

PERSONNEL

I. STAFF AND WORKING CONDITIONS -- GENERAL

Staff members need to be persons who can give the children an abundance of affection, and who can direct this understandingly in helping them to meet their developmental and emotional needs. This requires a staff composed of emotionally mature, and secure people who enjoy working with children; who have considerable skill in planning, directing, and conducting programs that meet their essential and basic needs; and who can help them develop wholesomely and happily through their experiences at the center.

It cannot be expected that any one person would have every personal and educational qualification which might be desired. However, a combination of certain characteristics, when well integrated, gives evidence of a person's maturity.

A. STAFF

1. FUNDAMENTAL, PERSONAL QUALITIES, WHICH SHALL BE GENERALLY CHARACTERISTIC OF ALL STAFF PERSONS, WHETHER THEY HAVE DIRECT CHARGE OF THE CHILDREN OR ARE IN RELATED SERVICE POSITIONS, INCLUDE:

a. ACCEPTANCE OF AND WILLINGNESS TO COOPERATE WITH THE AIMS OF THE CENTER.

b. INTEREST IN, RESPECT FOR, AND ACCEPTANCE AND ENJOYMENT OF CHILDREN AND ADULTS.

c. FLEXIBILITY, PATIENCE, EMOTIONAL STABILITY, AND MORAL INTEGRITY.

d. A SENSE OF ORDERLINESS AND ABILITY TO WORK WITH OTHERS.

e. IMAGINATION AND A SENSE OF HUMOR.

f. AWARENESS OF THE LIMITS OF ONE'S OWN ABILITY, WITH WILLINGNESS TO ASK FOR AND ACCEPT HELP.

g. CAPACITY AND DESIRE TO LEARN MORE ABOUT CHILDREN AND THEIR NEEDS WHEN SEPARATED FROM THEIR OWN FAMILIES.

h. GOOD PHYSICAL AND MENTAL HEALTH, AND ABUNDANT ENERGY.

i. INTEREST IN AND CONTINUING WILLINGNESS TO PARTICIPATE IN ACTIVITIES LEADING TO PROFESSIONAL GROWTH TO DEAL MORE EFFECTIVELY WITH GROUPS OF YOUNG CHILDREN IN DAY CARE PROGRAMS.

2. THE SIZE AND TYPE OF THE FACILITY SHALL DETERMINE THE NUMBER OF STAFF POSITIONS REQUIRED FOR COVERAGE. IN SMALL CENTERS, SOME POSITIONS MAY BE COMBINED IF CONSISTENT WITH PROGRAM REQUIREMENTS.

3. NO STAFF MEMBER SHALL HAVE OTHER EMPLOYMENT OR RESPONSIBILITY, WITHIN OR AWAY FROM THE CENTER, WHEN SUCH EMPLOYMENT INTERFERES WITH THE DIRECT CARE OF THE CHILDREN OR WITH THE EFFICIENT AND PROPER OPERATION OF THE CENTER. THIS SHALL INCLUDE CARE AND RESPONSIBILITY FOR STAFF MEMBERS' OWN CHILDREN ON THE PREMISES, BUT WHO ARE NOT ELIGIBLE FOR NOR ADMITTED TO THE REGULAR PROGRAM.

4. THE CENTER SHALL:

   a. EMPLOY STAFF WITH QUALIFICATIONS THAT ASSURE THE PHYSICAL AND EMOTIONAL WELL-BEING OF THE CHILDREN.

   b. SELECT STAFF WHOSE QUALIFICATIONS INCLUDE GOOD VALUES, ABILITIES, APTITUDES, MOTIVATIONS, AND PHYSICAL AND EMOTIONAL HEALTH WHICH SHALL BE VERIFIED THROUGH QUALIFIED CHARACTER REFERENCES AND MEDICAL OPINION.

B. Working Conditions

Staff, working directly with or in close proximity to the children, require working conditions in a setting where they can perform efficiently and effectively in a wholesome atmosphere which is free from unnecessary tensions and disturbances.

1. WORKING CONDITIONS SHALL BE SUPPORTED BY PERSONNEL POLICIES AND PRACTICES WHICH ENCOURAGE AND STIMULATE GOOD JOB PERFORMANCE, PROVIDE PERSONALLY REWARDING AND SATISFYING EXPERIENCES, AND MAKE THE JOB TENABLE.

2. WORK ASSIGNMENTS SHALL BE SUCH THAT IT IS POSSIBLE FOR AN EMPLOYEE TO FULFILL THE RESPONSIBILITIES OF THE JOB.

3. SUPERVISION AND IN-SERVICE TRAINING, NEEDED TO GIVE DIRECTION, ENCOURAGEMENT, AND SUPPORT TO THE EMPLOYEE IN DEVELOPING BETTER SKILLS IN CHILD CARE SHALL BE PROVIDED.

4. SUPERVISORY ASSISTANCE SHALL BE PROVIDED TO HELP THE EMPLOYEE IDENTIFY WITH THE PURPOSES OF THE CENTER AND TO HELP HIM UNDERSTAND THE IMPORTANCE OF HIS OWN ROLE AS A COOPERATIVE MEMBER OF A STAFF DEDICATED TO A CHILD-CARE PROGRAM.

It is recommended that a formal contract exist between the center and each employee and that, prior to the time of signing a contract, the administrative head discuss the details of the contract with the employee, along with other aspects of his work. The contract should include such items as: salary with specified pay dates; days and hours of work; general and specific responsibilities expected of the employee; paid vacations and holidays; paid sick leave; plans for handling grievances; health insurance plans; establishment of tenure; retirement plans; and terms for contract renewals, preferably annually.

II. PERSONNEL

A. DIRECTOR OR CHILD CARE WORKER

1. A PERSON SHALL BE DESIGNATED AS THE DIRECTOR (EXECUTIVE OR ADMINISTRATOR) OF THE CENTER AND RESPONSIBLE FOR THOSE DUTIES ORDINARILY CONSIDERED TO BE ADMINISTRATIVE.

2. A PERSON, DESIGNATED AS THE CHILD CARE WORKER, SHALL BE RESPONSIBLE FOR THE IMMEDIATE PLANNING AND SUPERVISION OF THE ACTIVITIES OF THE CHILDREN, INCLUDING SCHEDULING AND ARRANGING OF NIGHT-TIME CARE.

3. DUTIES OF THE PERSON OR PERSONS SERVING IN THE CAPACITIES OF DIRECTOR AND CHILD CARE WORKER MAY BE COMBINED OR VARIED TO SOME EXTENT, ACCORDING TO THE TYPE, SIZE AND SPONSORSHIP OF THE CENTER. THE PERSON OR PERSONS DESIGNATED TO SERVE IN THESE CAPACITIES SHALL BE ABLE TO HANDLE THE OVER-ALL ADMINISTRATIVE RESPONSIBILITIES OF THE FACILITY AND ASSUME IMMEDIATE RESPONSIBILITY FOR PLANNING AND SUPERVISING THE ACTIVITIES OF A GROUP OF CHILDREN.

4. A NEWLY EMPLOYED OR DESIGNATED DIRECTOR OR CHILD CARE WORKER SHALL BE AT LEAST 21 YEAR OF AGE.

5. IN A DAY CARE CENTER:

a. A NEWLY EMPLOYED OR DESIGNATED DIRECTOR OR CHILD CARE WORKER, SHALL HAVE ACHIEVED A MINIMUM OF TWO YEARS OF COLLEGE CREDITS FROM AN ACCREDITED COLLEGE OR UNIVERSITY; OR, SHALL HAVE ACHIEVED A HIGH SCHOOL DIPLOMA OR A HIGH SCHOOL EQUIVALENCY CERTIFICATE, PLUS THREE YEARS OF SUCCESSFUL EXPERIENCE AS DIRECTOR OR CHILD CARE WORKER OF A LICENSED CHILD CARE FACILITY, OR OTHER SOCIAL, EDUCATIONAL, OR RELATED FIELDS OF SERVICE INVOLVING CHILDREN.

b. A NEWLY EMPLOYED DIRECTOR OR CHILD CARE WORKER WITH A HIGH SCHOOL DIPLOMA OR A HIGH SCHOOL EQUIVALENCY CERTIFICATE, BUT LESS THAN THREE YEARS OF EXPERIENCE IN A RELATED CHILD CARE FIELD, SHALL PROVIDE PROOF OF ENROLLMENT IN AN ACCREDITED UNIVERSITY OR COLLEGE WITH A PLAN TO ACQUIRE TWO YEARS OF COLLEGE CREDIT, INCLUDING COURSES CONCENTRATING ON EARLY CHILDHOOD DEVELOPMENT.

6. IN A NIGHT-TIME CENTER A NEWLY EMPLOYED OR DESIGNATED DIRECTOR OR CHILD CARE WORKER SHALL HAVE ACHIEVED A HIGH SCHOOL DIPLOMA OR A HIGH SCHOOL EQUIVALENCY CERTIFICATE, PLUS TWO YEARS OF SUCCESSFUL EXPERIENCE IN WORKING WITH GROUPS OF CHILDREN.

It is recommended that the Director and/or Child Care Worker, who has over-all, primary responsibility for planning, administering, supervising, and programming a day care center, have a master's degree, preferably in childhood education and development, or in social work or a related field of child welfare, with at least three years of responsible experience in working in group programs for young children.

B. ASSISTANTS TO CHILD CARE WORKER

1. PERSONS ASSISTING IN THE DAY CARE PROGRAM, WHO DO NOT QUALIFY AS A CHILD CARE WORKER, SHALL NOT HAVE FULL RESPONSIBILITY FOR THE SUPERVISION OF THE CHILDREN OR FOR THE PROGRAM.

2. ASSISTANTS TO CHILD CARE WORKERS SHALL:

a. BE AT LEAST 18 YEARS OF AGE.

b. HAVE A HIGH SCHOOL DIPLOMA OR A HIGH SCHOOL EQUIVALENCY CERTIFICATE, OR CERTIFICATE

SHOWING SUCCESSFUL COMPLETION OF AN APPROVED COURSE OF STUDY AND TRAINING IN CHILD CARE.

c. HAVE THE PERSONAL QUALIFICATIONS REQUIRED OF OTHER STAFF.

d. WORK UNDER THE DIRECT SUPERVISION OF A QUALIFIED DIRECTOR OR CHILD CARE WORKER.

It is recommended that persons IN A DAY CARE CENTER having primary responsibility for directing the daily activities of a group of children, within the over-all program, have a bachelor's degree with specialization in childhood education and development.

It is recommended that persons IN A DAY CARE CENTER who serve in important assistant capacities and carry responsibility, under general supervision, for a group of children, have at least two years of college, preferably with specialization in childhood education and development, that could lead to a bachelor's degree in the specialization.

C. STUDENT HELPERS

1. STUDENT HELPERS SHALL BE AT LEAST 14 YEARS OF AGE AND AT LEAST FIVE YEARS OLDER THAN THE OLDEST CHILD WITH WHOM THEY WORK.

2. STUDENT HELPERS SHALL BE UNDER THE DIRECT SUPERVISION OF A QUALIFIED DIRECTOR OR CHILD CARE WORKER AND SHALL NOT SUBSTITUTE FOR REGULARLY EMPLOYED STAFF.

3. EMPLOYMENT OR USE OF STUDENT HELPERS SHALL NOT BE IN VIOLATION OF ANY CHILD LABOR LAWS.

D. MAINTENANCE AND CLERICAL

1. SERVICE STAFF, SUCH AS DRIVER, COOK, JANITOR, AND CLERICAL WORKERS, SHALL HAVE THE SAME PERSONAL QUALIFICATIONS REQUIRED OF OTHER STAFF.

2. AGES AND OTHER CONDITIONS OF EMPLOYMENT SHALL CONFORM TO VEHICULAR AND CHILD LABOR LAWS.

3. THERE SHALL BE SUFFICIENT STAFF SO THAT ASSIGNMENT OF SERVICE DUTIES SHALL NOT INTERFERE WITH THE CHILD CARE STAFF'S RESPONSIBILITY FOR THE DIRECT CARE OF THE CHILDREN.

E. VOLUNTEERS

VOLUNTEERS, INCLUDING MOTHERS ASSISTING IN PROGRAM, SHALL HAVE THE SAME PERSONAL QUALIFICATIONS AS

EMPLOYED STAFF, AND THEIR INTERESTS AND SKILLS SHALL DETERMINE THEIR ASSIGNMENTS WITHIN A CENTER. THEY MAY BE ASSIGNED TO ASSIST IN ANY CAPACITY, IF THEY MEET THE QUALIFICATIONS REQUIRED FOR THE POSITION.

F. PROFESSIONAL STAFF

1. PROFESSIONAL STAFF, SUCH AS TEACHER, PHYSICIAN, NURSE, CASEWORKER, GROUP WORKER, COUNSELOR, NUTRITIONIST, DENTIST, PHYCHOLOGIST, AND PSYCHIATRIST, EMPLOYED OR RETAINED BY THE CENTER, SHALL HAVE THE PERSONAL QUALIFICATIONS REQUIRED OF OTHER STAFF.

2. PROFESSIONAL STAFF SHALL HAVE ACHIEVED THE PRESCRIBED STANDARDS OF THEIR RESPECTIVE PROFESSIONS INCLUDING REQUIRED CERTIFICATION OR LICENSE TO PRACTICE, AND SHALL BE QUALIFIED OTHERWISE, TO PERFORM SATISFACTORILY THE SERVICES EXPECTED OF THEM IN A CHILD-CENTERED PROGRAM.

G. SUBSTITUTES

SUBSTITUTES, IN ANY STAFF POSITION, SHALL HAVE THE SAME PERSONAL, EDUCATIONAL, AND PROFESSIONAL QUALIFICATIONS REQUIRED OF STAFF FOR WHOM THEY SUBSTITUTE.

III. HEALTH REQUIREMENTS FOR STAFF

A. HEALTH REQUIREMENTS FOR STAFF

1. EACH MEMBER OF THE STAFF AND SUBSTITUTE SHALL HAVE A COMPLETE EXAMINATION WITHIN SIX MONTHS PRIOR TO EMPLOYMENT, AND AT LEAST EVERY TWO YEARS THEREAFTER. THE REPORT OF THE MEDICAL EXAMINATION, WHICH SHALL BE ON FILE AT THE CENTER, SHALL BE DATED AND SIGNED BY THE EXAMINING PHYSICIAN, INDICATING THAT THE PERSON EXAMINED:

   a. WAS FOUND FREE OF COMMUNICABLE DISEASE, INCLUDING ACTIVE TUBERCULOSIS VERIFIED EITHER THROUGH A TUBERCULIN SKIN TEST, OR BY A CHEST X-RAY IF THE SKIN TEST IS POSITIVE.

   b. WAS FOUND PHYSICALLY AND EMOTIONALLY FIT FOR EMPLOYMENT IN A FACILITY CARING FOR YOUNG CHILDREN.

2. VOLUNTEERS SHALL MEET THE SAME HEALTH REQUIREMENTS AS FOR EMPLOYED STAFF.

3. IF THE CENTER IS CONDUCTED IN A PRIVATE HOME AND CHILDREN USE COMMON FACILITIES, SUCH AS BATHROOM AND KITCHEN, WITH MEMBERS OF THE HOUSEHOLD:

   a. EACH MEMBER OR EMPLOYEE OF THE HOUSEHOLD, WHO COMES IN DIRECT CONTACT WITH THE CHILDREN, SHALL BE SUBJECT TO THE SAME MEDICAL EXAMINATIONS AS REQUIRED OF OTHER PERSONS IN THE CENTER.

   b. REPORTS OF SUCH EXAMINATIONS SHALL BE ON FILE AT THE CENTER.

4. FOOD HANDLERS SHALL MAKE THEIR POSITIONS KNOWN TO THE EXAMINING PHYSICIAN, AS SPECIAL STOOL OR OTHER TESTS MAY BE INDICATED BECAUSE OF LOCAL ORDINANCES OR THE PHYSICIAN'S FINDINGS. IN ADDITION TO ROUTINE EXAMINATIONS, AND POSSIBLE RESULTING TREATMENT, WHICH CANNOT OFFER ENTIRELY DEPENDABLE PROTECTION FROM FOOD-TRANSMITTED DISEASES, THE CENTER SHALL:

   a. ADOPT A ROUTINE AND UNVARYING PRACTICE OF THOROUGH HANDWASHING BY FOOD SERVICE PERSONNEL AFTER TOILETING, GROOMING, AND SMOKING.

   b. EXCLUDE FROM FOOD HANDLING ANY PERSON WHO HAS OPEN LESIONS ON HANDS, ARMS, OR FACE.

Section Four
SERVICES TO CHILDREN

The needs of children, whose circumstances lead to consideration of day care, OR NIGHT-TIME CARE, are multiple and of such complex nature as to require careful selection of the center. The center, in turn, has an obligation to consider for admission only those children whose particular needs appear to require the services it has to offer, and who appear likely to benefit from its particular program of child care services.

Persons providing services need to understand young children and to be in a position to serve those admitted through a thoughtfully planned environment, rich program, and needed professional services. A strong element of nurturing care, administered with understanding and affection, without undue sentimentality, and within a framework of realistic environmental controls, is essential. Conditions which are favorable to a child's need to discover, use, develop, and enjoy his capacities, and which give him opportunities to develop in a wholesome environment that offers consistent and stablizing influences, are also needed.

The center, therefore, needs to provide services and facilities to meet the individual and group needs of children under care; to promote their welfare and best interest; to meet their individual educational, developmental, protective, and nurturing needs; and to contribute to their general health and physical and emotional well-being.

I. CHILDREN ACCEPTED FOR SERVICE

A. ELIGIBILITY AND ADMISSION OF CHILDREN

1. THE CENTER, IN ORDER TO ASSURE ADMISSION OF THOSE CHILDREN WHO ARE LIKELY TO BENEFIT FROM THE SERVICES AVAILABLE, SHALL EVALUATE THE INDIVIDUAL CIRCUMSTANCES AND ELIGIBILITY OF EACH CHILD CONSIDERED FOR CARE.
2. THE CENTER SHALL OBTAIN, FROM PARENTS, AND/OR OTHER RESPONSIBLE PERSONS, HAVING INTIMATE KNOWLEDGE OF THE CHILD, INFORMATION WHICH WILL HELP EVALUATE A CHILD'S READINESS FOR ADMISSION THROUGH INSIGHT INTO HIS BEHAVIOR PATTERN AND ANY SPECIAL PROBLEMS THAT COULD AFFECT HIS ADJUSTMENT TO A GROUP SITUATION.
3. THE CENTER SHALL:
   a. ADMIT CHILDREN ONLY UPON WRITTEN CONSENT OR APPLICATION OF PARENT, GUARDIAN, OR OTHER PERSON HAVING LEGAL CUSTODY.
   b. ADMIT ONLY THOSE CHILDREN FOUND ELIGIBLE ACCORDING TO PRESCRIBED ADMISSION POLICIES,

SUCH AS THOSE PERTAINING TO AGE, MENTAL, AND PHYSICAL CONDITION, AND AREAS SERVED.

c. ADMIT ONLY THOSE CHILDREN WHOSE NEEDS AND PERSONAL CHARACTERISTICS INDICATE THE LIKELIHOOD THAT THEY WOULD BENEFIT FROM THE ONGOING PROGRAM, SERVICES AVAILABLE, AND TYPE OF CARE OFFERED.

d. SERVE NO MORE CHILDREN THAN THE LICENSED MAXIMUM NUMBER, CONSIDERING, ALSO, THE CURRENT AVAILABLE SPACE, STAFF SITUATION, GROUPINGS, GENERAL PLANT OPERATIONS AND CONDITIONS, AND OTHER CIRCUMSTANCES WHICH COULD PERMIT OR EXCLUDE NEW ADMISSIONS.

e. ADMIT CHILDREN UNDER TWO YEARS OF AGE ONLY WHEN CONDITIONS ARE FAVORABLE AND AS PRESCRIBED UNDER V., A., <u>CHILDREN UNDER TWO YEARS OF AGE.</u>

f. RECEIVE CHILDREN SIX YEARS OF AGE AND OVER ACCORDING TO SPECIAL PROVISION PRESCRIBED UNDER V., B., <u>CHILDREN SIX YEARS OF AGE AND OVER.</u>

g. SERVE GROUPS OF MENTALLY RETARDED OR OTHER HANDICAPPED CHILDREN ACCORDING TO SPECIAL CONDITIONS PRESCRIBED UNDER V., C., <u>MENTALLY RETARDED AND OTHER HANDICAPPED CHILDREN.</u>

4. THE CENTER SHALL REMOVE FROM THE GROUP ANY CHILD WHO, AFTER A REASONABLE TRIAL, DEMONSTRATES INABILITY TO PARTICIPATE IN OR BENEFIT FROM THE TYPE OF CARE OFFERED BY THE CENTER, OR WHOSE PRESENCE IS DETRIMENTAL TO THE GROUP. IF SUCH A CHILD CONTINUES AT THE CENTER, ARRANGEMENTS SHALL BE MADE TO MEET HIS SPECIAL, INDIVIDUAL NEEDS APART FROM THE GROUP.

B. <u>ADMISSION DATA</u>

1. INFORMATION OBTAINED ON A CHILD ADMITTED, REFLECTING THE CENTER'S DETERMINATION OF HIS NEEDS AND ELIGIBILITY FOR SERVICE, SHALL BE RECORDED AS PRESCRIBED UNDER SECTION SIX, RECORDS AND REPORTS.

2. ADMISSION DATA OBTAINED AND RECORDED, SHALL INCLUDE:

a. IDENTIFYING AND SUFFICIENT SOCIAL AND PERSONAL INFORMATION TO DESCRIBE THE CHILD AND THE CIRCUMSTANCES LEADING TO HIS ADMISSION.

b. REPORTS OF HEALTH EXAMINATIONS, AND ANY PSYCHOLOGICAL AND PSYCHIATRIC EVALUATIONS REQUIRED FOR ADMISSION.

It is recommended that both parents, if available, be included in the admission process, through personal interviews, prior to admission.

It is recommended that, when a child is ineligible for the services of the center, the parents or other responsible persons be referred to other appropriate resources in the community, when possible.

C. Joint Responsibility for Children Between the Center and Other Parties

Children under care are invariably the joint responsibility of the center and other persons, usually the parents, but sometimes relatives or representatives of other agencies. Such persons, in order to fulfill their share of responsibility for the children and obligations to the center, need to be familiar with certain aspects of the program and the specific policies of the center affecting them. This is necessary to protect the interest of all parties concerned; to avoid unauthorized and unnecessary intrusion by outside persons, which could detract from the ongoing program of the center; to avoid misunderstanding and confusion between the parties involved; and to prevent children from being caught in the middle of possible conflict.

1. THE CENTER SHALL PROVIDE OTHER RESPONSIBLE PARTIES WITH THE INFORMATION AND INTERPRETATION OF ITS PROGRAM AND POLICIES WHICH THEY WOULD NEED TO CARRY OUT THE RESPONSIBILITY EXPECTED OF THEM, INCLUDING:

   a. FACTS ABOUT THE TYPE OF CHILD CARE PROGRAM AND SERVICES PROVIDED.

   b. TERMS AND METHOD OF PAYING FEES.

   c. SCHEDULED HOURS AND ARRANGEMENTS FOR ARRIVAL AND DEPARTURE OF CHILDREN.

   d. PROVISION FOR EMERGENCY MEDICAL CARE OR TREATMENT.

   e. SPECIFIC ARRANGEMENTS AS TO WHEN AND HOW A CHILD IS TO BE ADMITTED AND INTRODUCED TO THE CENTER.

   f. REPORTS, CONFERENCES, AND OTHER MEANS OF COMMUNICATION BETWEEN THE CENTER AND OTHER RESPONSIBLE PARTIES.

g. CONDITIONS FOR DISCHARGE FROM THE CENTER, PRIOR NOTICE OF DISCHARGE, AND TO WHOM DISCHARGED.

2. THE CENTER SHALL ENTER INTO FORMAL AGREEMENTS AND OBTAIN WRITTEN CONSENTS FROM LEGALLY QUALIFIED PERSONS, SUCH AS PARENT, COURT, OR OTHER LEGAL GUARDIAN, FOR PERFORMANCE OF CERTAIN ACTS IN BEHALF OF A CHILD, WHEN NECESSARY FOR HIS PROTECTION AND WELL-BEING, INCLUDING:

   a. HEALTH CARE AND TREATMENT, INCLUDING EMERGENCY MEDICAL TREATMENT.

   b. RELIGIOUS INSTRUCTION, WHEN THERE IS SUCH, WHICH VARIES FROM THE PRACTICES OF THE CHILD OR CHILD'S FAMILY.

   c. VISITS, TRIPS, OR EXCURSIONS OFF THE PREMISES.

   d. USE OF PHOTOGRAPHS FOR PUBLICITY PURPOSES.

It is recommended that the center, to the extent possible, involve parents, particularly, and other persons having some outside responsibility for a child, through informal contacts when the child is brought to or picked up at the center; planned visits and participation in programming; parent-teacher conferences and meetings; and home visits.

D. PREPARATION FOR ADMISSION AND DISCHARGE OF THE CHILD

CHILDREN SHALL BE ADMITTED AND DISCHARGED UNDER CIRCUMSTANCES AND IN AN ATMOSPHERE CONDUCIVE TO FAVORABLE RESPONSE AND COOPERATION ON THEIR PART. THIS REQUIRES THAT THOSE RECEIVING A CHILD UNDERSTAND AND CONSIDER HIS INDIVIDUAL BACKGROUND AND NEEDS, AND THE CIRCUMSTANCES REQUIRING SEPARATION FROM HIS FAMILY AND ADMISSION TO THE CENTER. IN THIS REGARD, WHERE POSSIBLE AND FEASIBLE, A PRE-ADMISSION VISIT SHALL BE ARRANGED FOR HIM TO MEET THE PERSONS WHO WILL CARE FOR HIM, AND TO HELP HIM BECOME ACQUAINTED WITH THE PREMISES WHILE HIS PARENTS, OR OTHER RESPONSIBLE PERSONS, ARE PRESENT.

1. PREPARATION OF THE CHILD FOR HIS ADMISSION OR DISCHARGE SHALL BE IN A MANNER CONSISTENT WITH HIS AGE AND ABILITY TO PARTICIPATE IN AND TO UNDERSTAND THE REASONS FOR THE PLANS AND THEIR MEANING TO HIM.

2. THE STAFF, RESPONSIBLE FOR HIS SUPERVISION, SHALL BE ALERTED TO HIS COMING AND GIVEN WHATEVER GUIDES ARE NEEDED TO RECEIVE HIM AND TO HELP MAKE HIS INITIAL ADJUSTMENT AS COMFORTABLE AND PLEASANT AS POSSIBLE.

3. STAFF SHALL HAVE DIRECTION ABOUT THE RETENTION OF PERSONAL EFFECTS WHICH MAY HAVE PARTICULAR MEANING TO THE CHILD, AS A LINK TO HOME OR PARENT, OR OTHER VALUE.

4. KEY STAFF SHALL BE ALERTED TO ANY SIGNIFICANT, DEVIANT PERSONAL CHARACTERISTICS OF THE CHILD, SUCH AS PHYSICAL, EMOTIONAL, OR MENTAL HANDICAPS, THAT REQUIRE SPECIAL HANDLING AT THE TIME OF AND SUBSEQUENT TO ADMISSION.

5. ADMISSIONS OR DISCHARGES SHALL BE CARRIED OUT IN A MANNER LEAST DISTRESSING TO THE CHILD, AND LEAST DISRUPTING TO THE PROGRAM, AND OTHER CHILDREN AND STAFF.

6. SCHEDULED HOURS, FOR ADMITTING CHILDREN TO A NIGHT-TIME CENTER AND FOR PICKING THEM UP AFTER A PERIOD OF NIGHT CARE, SHALL BE SO ARRANGED THAT NO CHILD IS DEPRIVED OF NEEDED SLEEP OR HAS IT UNNECESSARILY INTERRUPTED BY PARENTS OR OTHER AUTHORIZED PERSONS BRINGING OR CALLING FOR CHILDREN AT ODD HOURS OF THE NIGHT. WHERE POSSIBLE AND FEASIBLE, CHILDREN ARE TO BE ADMITTED BY 8:00 P.M. AND PICKED UP NO EARILIER THAN 6:00 A.M.

II. DISCIPLINE AND TREATMENT OF CHILDREN

The individual care and treatment of children, which should be the primary concern of the center, must have precedence over any other consideration. This primary concern requires that the program be child-centered and the services child-focused. It also requires that the program and facility offer a wide variety of experiences--some more individualized than others--all of which are related, in some way, to the child's day-by-day experiences as a member of a group. Since a child participates from a group base, rather than from a family base, the center must be constant in its efforts to provide the facilities and experiences that enhance the advantages of group situations and minimize any ill effects that separation from his own family create for the child.

A. HARSH PUNISHMENT PROHIBITED

DISCIPLINE, CHILD CARE, AND CHILD GUIDANCE SHALL BE HANDLED WITH KINDNESS AND UNDERSTANDING WITHIN A PRO-

GRAM SO PLANNED AS TO MINIMIZE THE NEED FOR PUNISHMENT OR SEVERE DISCIPLINE. NO CHILD SHALL BE:

1. SUBJECTED TO CRUEL, HARSH, HUMILIATING, PETTY, SEVERE, OR PROVOCATIVE TREATMENT, OR CORPORAL PUNISHMENT INFLICTED IN ANY MANNER UPON THE BODY.

2. SUBJECTED TO VERBAL ABUSE, THREATS, OR DEROGATORY REMARKS ABOUT HIM OR HIS FAMILY.

3. DEPRIVED OF MEALS OR ANY PART OF MEALS AS PUNISHMENT.

B. <u>DISCIPLINE MEASURES</u>

DISCIPLINE MEASURES SHALL BE DESIGNED AND ADMINISTERED IN SUCH A WAY AS TO HELP THE INDIVIDUAL CHILD DEVELOP HIS OWN SELF-CONTROLS AND TO ASSUME RESPONSIBILITY FOR HIS OWN ACTS. TO ACCOMPLISH THIS, THE CENTER SHALL:

1. ESTABLISH SIMPLE AND UNDERSTANDABLE RULES, BOTH FOR CHILDREN AND STAFF, THAT SET THE LIMITS OF BEHAVIOR REQUIRED FOR THE PROTECTION OF THE GROUP AND INDIVIDUALS WITHIN THE GROUPS.

2. DESIGNATE ONLY HIGHLY RESPONSIBLE ADULTS, USUALLY THE STAFF PERSON MOST DIRECTLY RESPONSIBLE FOR THE PERSONAL CARE OF THE CHILD, TO HANDLE DISCIPLINE MATTERS, NEVER DELEGATING DISCIPLINE TO PERSONS WHO ARE "STRANGERS" TO THE CHILD, OR TO A CHILD'S PEER OR PEERS.

3. REQUIRE THAT MATTERS OF PERSONAL DISCIPLINE BE PERTINENT AND RELEVANT TO THE PARTICULAR PROBLEM AND CHILD INVOLVED.

4. REQUIRE THAT DISCIPLINE BE HANDLED WITH DISCRETION, WITHOUT BIAS, AND WITHOUT PROLONGED DELAY ON THE PART OF THE ADULT INVOLVED.

It is recommended that the center serving a child or children with recognized emotional and behavioral problems seek appropriate professional guidance for its staff in planning for and work with such children within the center. This should be done with the knowledge, consent, and cooperation of the parents or other legally responsible persons.

III. PROGRAM

The program, which may be defined, broadly, as the total operation of a center, represents the over-all plan for meeting the individual and

group needs of children served, including administering direct services to the children; working with parents and community groups; and utilizing special resources, such as health and social services. In a more specific sense, and in the area with which these standards are particularly concerned, the "program" is the planned experiences which staff and children share in their daily associations with each other.

A good creative, and constructive program must be based on knowledge of what a young, growing, and developing child is like and how he is likely to behave at a certain age and stage of development. Such knowledge needs to be supported by the ability to identify a child's needs through clues gathered from both his verbal and non-verbal behavior. While the program needs to be based on the general age-level characteristics of children, the specific planning of activities and experiences offered must be flexible and modified for individual differences in their development, interests and needs, and the differences in the characteristics of the groups, as a whole.

Program variety is necessary to promote the physical and emotional well-being of the children served; to encourage the acquisition of information and knowledge; and to foster the development of language, skills, concepts, and problem-solving abilities.

Most children in day care programs fall between the ages of three and six, and services usually are designed to meet the needs of the children in this age range. However, regardless of age, children have certain basic needs which must be met by the center assuming responsibility for them. There also are special needs, based on a number of factors, which must be considered by the center in planning specific programs. For example, relevant to program planning, are the type and length of the program; the specific ages and groupings of the children served; and physical, emotional, or mental handicaps of the children, all of which affect the general structure of the program and the type and timing of activities required.

A. BASIC PROGRAM

1. THE DAY CARE CENTER, OR NIGHT-TIME CENTER IF CHILDREN ARE PRESENT FOR EXTENDED PERIODS DURING WAKING HOURS, SHALL PROVIDE A BASIC PROGRAM OF WELL-BALANCED AND CONSTRUCTIVE ACTIVITIES GEARED TO THE AGE NEEDS AND DEVELOPMENTAL LEVELS OF THE CHILDREN SERVED. THE ACTIVITIES SHALL BE CONDUCTED IN SUCH MANNER THAT THE CHILDREN ARE PROTECTED FROM OVER-STIMULATION, FATIGUE, AND OTHER STRESSES HARMFUL TO THEIR PHYSICAL AND EMOTIONAL WELL-BEING. IN THIS RESPECT, THE PROGRAM SHALL PROVIDE:

   a. REASONABLE REGULARITY IN ROUTINES, INCLUDING EATING, NAPPING, AND TOILETING.

   b. A GOOD BALANCE OF ACTIVE AND QUIET PLAY.

   c. OPPORTUNITIES FOR A CHILD TO HAVE SOME FREE CHOICE OF ACTIVITIES AND TO PLAY ALONE, IF HE

DESIRES, OR WITH ONE OR SEVERAL OF HIS CHOSEN PEERS.

d. VARIATION IN ACTIVITIES AND GROUP STRUCTURE SO THAT THE CHILDREN ARE NOT REQUIRED, AT ALL TIMES, TO MOVE FROM ONE ACTIVITY TO ANOTHER IN A GROUP AS A WHOLE.

e. SUFFICIENT TIME FOR ACTIVITIES AND ROUTINES, SO THAT CHILDREN CAN MANAGE THEM AND PROGRESS AT THEIR OWN DEVELOPMENTAL RACE.

f. ACTIVITIES, BOTH INDOORS AND OUTDOOR, IN WHICH CHILDREN MAKE USE OF BOTH LARGE AND SMALL MUSCLES.

2. THE DAILY PROGRAM OF A DAY CARE CENTER SHALL PROVIDE OPPORTUNITIES FOR LEARNING AND SELF-EXPRESSION AND PARTICIPATION IN A VARIETY OF CREATIVE ACTIVITIES, SUCH AS ART, MUSIC, LITERATURE, DRAMATIC PLAY, AND SCIENCE.

3. THE ACTIVITIES PROVIDED BY A CENTER SHALL BE CONDUCTED IN A SETTING DESIGNED AND ARRANGED FOR SAFETY AND GOOD SUPERVISION OF THE CHILDREN. THIS REQUIRES THAT:

   a. ACTIVITY AREAS, EQUIPMENT, AND MATERIALS BE ARRANGED SO THAT CHILD ACTIVITIES ARE VISIBLE TO THE SUPERVISING STAFF.

   b. ONE ACTIVITY DOES NOT ENCROACH UPON OR INTERFERE WITH OTHERS GOING ON.

   c. THE POSSIBILITY OF COLLISIONS AND OTHER ACCIDENTS ARE MINIMIZED.

   d. CHILDREN PRONE TO UNSAFE CONDUCT, WHICH COULD BE HARMFUL TO THEMSELVES OR OTHERS, BE PROPERLY CONTROLLED.

4. THE PROGRAM SHALL BE PLANNED TO PREVENT LONG WAITING PERIODS BETWEEN ACTIVITIES AND PROLONGED PERIODS DURING WHICH CHILDREN MUST STAND OR SIT DURING AN ACTIVITY.

5. THE PROGRAM SHALL BE MODIFIED, AS NEEDED, WHEN THERE ARE EXTREMES OF TEMPERATURE.

B. FULL-DAY AND EXTENDED HOURS OF CHILD CARE

Special responsibility is shared between parents and the center in behalf of children during the long hours away from home, but it is necessary that responsible adults in the center meet many of the physical and emotional needs which a child's own mother ordinarily is expected to provide. Nurturing care and learning need to be continually interrelated and cannot be separated from each other if the developmental needs of children are to be met.

1. CENTERS SHALL TAKE INTO CONSIDERATION THE SPECIAL NEEDS AND PROBLEMS OF CHILDREN WHICH OFTEN RESULT WHEN THEY ARE AWAY FROM HOME FOR EXTENDED PERIODS.

   a. CHILDREN SHALL BE CARED FOR IN SMALL GROUPS.

   b. CHILDREN SHALL EXPERIENCE COMFORTABLE, WARM, AND CONSISTENT RELATIONSHIPS WITH AS FEW ADULTS AS POSSIBLE.

   c. THE ACTIVITIES SHALL CONSIST OF A WELL-BALANCED, INFORMAL PROGRAM, CAPTURING SOME OF THE EASE AND FREEDOM OF MOVEMENT OF HOME LIFE.

   d. THE PROGRAM SHALL TAKE INTO ACCOUNT THE STRESS AND FATIGUE THAT ARE BOUND TO RESULT FROM THE CONSTANT PRESSURES AND STIMULATION OF LONG HOURS IN A GROUP-LIVING SITUATION.

   e. SPECIAL CONSIDERATION SHALL BE GIVEN TO PLANNING EARLY MORNING AND LATE AFTERNOON ACTIVITIES IN ORDER TO HELP CHILDREN COPE WITH POSSIBLE UNHAPPINESS OVER SEPARATION FROM PARENTS AND THE USUAL END-OF-DAY FATIGUE.

2. A SMALL, QUIET AREA, SOMEWHAT REMOVED OR PARTIALLY SCREENED FROM THE GENERAL ACTIVITIES OF OTHER CHILDREN, SHALL BE PROVIDED FOR HYPERACTIVE OR OTHER TROUBLED CHILDREN WHO NEED CALMING AND WHOSE ADJUSTMENT TO THE GROUP MAY BE IMPROVED BY OCCASIONAL PERIODS OF SOLITUDE.

3. SPECIAL ATTENTION SHALL BE GIVEN TO THE NUTRITIONAL NEEDS OF THE CHILDREN ACCORDING TO REQUIREMENTS PRESCRIBED UNDER VII, FOOD AND NUTRITION.

IV. GROUPING AND STAFFING

Generally, group size and staffing needs are determined by chronological age, but, since some children develop rapidly and others more slowly, sometimes it is advisable to modify age groupings to meet the needs of individual children. With children ages two to six, it is always well to work with them in small groups, as this assures realization of the values to be gained from group experiences.

The younger the child and the greater his dependency needs, the greater is the need for small groupings. The two-year-old child, with his need for continuous supervision and dependency for emotional security on a sustained relationship with his mother, requires a smaller group than does the more independent and self-reliant five-year-old, or the three or four-year-old who is developing initiative and skill in social relationships. Grouping children of mixed ages requires both careful selection and modification of group size to PROVIDE NECESSARY INDIVIDUAL CARE, controls and safeguards.

A. GROUP SIZE AND STAFFING

1. A DAY CARE CENTER, OR NIGHT-TIME CENTER IF CHILDREN ARE PRESENT FOR EXTENDED PERIODS DURING NORMAL WAKING HOURS, SHALL LIMIT THE GROUP SIZE AND PROVIDE STAFF TO GIVE CONTINUITY OF CARE AND SUPERVISION TO THE CHILDREN ON A DAY-BY-DAY BASIS. THE MAXIMUM NUMBERS OF CHILDREN, GROUPED ACCORDING TO AGES, AND THE MINIMUM STAFF REQUIRED, ARE AS FOLLOWS:

	AGE	MAXIMUM GROUP SIZE	MIN. NO. OF STAFF
a.	INFANTS UNDER TWO YEARS OF AGE	6	1
b.	TWO-YEAR OLDS	8	1
c.	THREE-YEAR OLDS	20	2
d.	FOUR-YEAR OLDS	20-FULL DAY	2
		20-HALF DAY OR LESS	1
e.	FIVE-YEAR OLDS AND OLDER	25	1
f.	MIXED AGES BETWEEN THREE AND SIX	20	2
g.	MIXED AGES BETWEEN TWO AND SIX	15	2
h.	MENTALLY RETARDED AND OTHER HANDICAPPED CHILDREN AS PRESCRIBED UNDER V., C., ITEM 5		

2. CHILDREN UNDER TWO YEARS OF AGE SHALL NOT BE INCLUDED IN GROUPS WITH OLDER CHILDREN.

3. THERE SHALL BE A MINIMUM OF TWO STAFF MEMBERS TO SUPERVISE ANY GROUP EXCEEDING TEN (10) CHILDREN UNDER FOUR YEARS OF AGE, OR ANY MIXED AGES BETWEEN TWO AND SIX.

4. NO MORE THAN SIX TWO-YEAR OLDS OR NINE THREE-YEARS OLDS SHALL BE INCLUDED IN A GROUP OF CHILDREN OF MIXED AGES.

It is recommended that, in order to give more individual attention to the needs of children, the center enroll and admit to any single group, without reduction of staff, fewer children than the maximum number permitted under required standards.

It is recommended that, whenever possible, children two years of age, or under, be referred for family day care rather than being admitted to A center.

It is recommended that each group be housed in its own self-contained facilities, when possible.

B. STAFF COVERAGE

1. A SECOND PERSON SHALL BE READILY AVAILABLE TO ASSIST REGULARLY ASSIGNED STAFF WITH ANY GROUP WHEN NEEDED.

2. A SUBSTITUTE SHALL BE PROVIDED FOR AN ABSENT STAFF MEMBER.

3. CHILDREN SHALL NOT BE LEFT UNATTENDED AT ANY TIME, INDOORS OR OUTSIDE, FOR NO MATTER HOW SHORT A PERIOD OF TIME.

4. THERE SHALL BE A STAFF MEMBER ON DUTY IN CLOSE PROXIMITY TO THE SLEEPING AREAS, AND IMMEDIATELY AVAILABLE TO CHILDREN IN NEED OF ATTENTION DURING NAP PERIODS OR DURING THE NIGHT.

5. THE SMALL CENTER, OPERATING WITH ONLY ONE REGULAR STAFF MEMBER, SHALL ARRANGE FOR A RESPONSIBLE PERSON TO ASSIST WITH THE CHILDREN WHEN NEEDED. THIS MUST BE A PERSON, OR PERSONS, WHO CAN RESPOND IMMEDIATELY TO A CALL WITHOUT THE ADULT IN CHARGE LEAVING THE CHILDREN UNATTENDED.

6. IF ASSISTANTS ARE NOT ON THE PREMISES, THERE SHALL BE ON FILE AT THE CENTER A WRITTEN STATEMENT, SIGNED BY EACH, CERTIFYING TO HIS AVAILABILITY AND AGREEMENT TO SERVE IN THIS CAPACITY.

V. SERVICES INVOLVING SPECIAL GROUPS

A. CHILDREN UNDER TWO YEARS OF AGE

Children under two years of age are completely dependent; have greater susceptibility to communicable diseases; require more constant mothering care, physical handling, and supervision; and may have greater emotional difficulty with separation from the mother. Also, there are innate problems of group care of infants which make it difficult to provide each child with the individual attention he needs.

A CENTER RECEIVING CHILDREN UNDER TWO YEARS OF AGE SHALL COMPLY WITH GENERAL STANDARDS, PRESCRIBED FOR CARE OF ALL CHILDREN, WHEN NOT INCONSISTENT WITH THE SPECIAL REQUIREMENTS PRESCRIBED.

1. THE CENTER WHICH ADMITS CHILDREN UNDER TWO SHALL PROVIDE FOR THEM IN AN AREA SEPARATE FROM OLDER CHILDREN.

2. UNITS FOR CHILDREN UNDER TWO SHALL BE SO PLANNED AND ARRANGED THAT NO MORE THAN SIX INFANTS ARE IN ONE UNIT.

3. THERE SHALL BE A REGISTERED NURSE AVAILABLE TO SUPERVISE THE GENERAL CARE OF CHILDREN UNDER TWO YEARS OF AGE AND TO INSTRUCT OTHER STAFF IN PROPER TECHNIQUES REQUIRED FOR THEIR HEALTH AND GENERAL WELFARE. THE REGISTERED NURSE SHALL BE ON THE PREMISES A MINIMUM OF ONCE A WEEK, DURING THE HOURS OF OPERATION, REMAINING AS LONG AS MAY BE REQUIRED TO OBSERVE AND ASSURE THAT PROPER CARE OF THE CHILDREN IS MAINTAINED. ADDITIONAL VISITS SHALL BE MADE AS OFTEN AS CIRCUMSTANCES REQUIRE.

4. PLAY AREAS, EXCLUSIVE OF SLEEPING QUARTERS, SHALL BE PROVIDED WHERE CHILDREN ARE ALLOWED TO SIT, CRAWL, TODDLE, OR WALK, AND PLAY IN COMFORT AND SAFETY. SUCH AREAS SHALL ALLOW A MINIMUM OF TWENTY-FIVE SQUARE FEET PER CHILD OVER FIVE MONTHS OF AGE.

5. SLEEPING AREAS SHALL ALLOW THIRTY SQUARE FEET OF SPACE PER CHILD, WITH AT LEAST TWO FEET BETWEEN BEDS OR CRIBS. INDIVIDUALS BEDS OR CRIBS SHALL BE PROVIDED WITH GOOD, FIRM MATTRESSES, PROTECTED WITH WATERPROOF MATERIALS, AND SHALL BE KEPT IN CLEAN CONDITION AT ALL TIMES.

6. THERE SHALL BE FACILITIES FOR PROPER SANITIZING OF TOYS, EQUIPMENT, AND SUPPLIES USED WITH THIS GROUP, AND FOR PROPER REFRIGERATION, STORAGE, AND PREPARATION OF FORMULAS OR OTHER INFANT FEEDINGS ACCORDING TO PUBLIC HEALTH STANDARDS.

7. CHANGING, STORAGE, AND LAUNDERING OF DIAPERS SHALL BE HANDLED WITH PARTICULAR CARE AND THE FOLLOWING PRACTICES EMPLOYED:

   a. DIAPERS SHALL BE CHANGED AT INDIVIDUAL CRIBS RATHER THAN AT A CENTRAL DIAPER-CHANGE TABLE.

   b. PERSONS CHANGING DIAPERS SHALL EMPLOY PROPER HANDWASHING TECHNIQUES AFTER EACH CHANGE AND SHALL NOT GO FROM ONE INFANT TO ANOTHER WITHOUT HAVING ACCOMPLISHED THIS.

   c. CONTAINERS FOR SOILED DIAPERS SHALL BE PROVIDED FOR EACH CHILD'S INDIVIDUAL LAUNDERING UNLESS A COMMERCIAL DIAPER SUPPLY IS USED BY THE CENTER.

8. CHILDREN SHALL BE REMOVED FROM CRIBS AND HELD OR PLACED IN A CHAIR FOR ALL FEEDINGS, AND REMOVED FROM THE CRIBS AT OTHER INTERVALS FOR INDIVIDUAL CUDDLING. THEY SHALL BE PERMITTED TO CRAWL OR TODDLE AS AGE AND DEVELOPMENT PERMIT.

9. CHILDREN SHALL BE TAKEN OUTDOORS FOR A PART OF EACH DAY THAT WEATHER PERMITS.

10. EQUIPMENT FOR TOILETING AND TOILET TRAINING OF CHILDREN AT THIS AGE SHALL BE PROVIDED AND MAINTAINED IN SANITARY CONDITION AT ALL TIMES.

11. TOILET TRAINING SHALL BE UNDERTAKEN BY PERSONS WHO ARE SKILLED IN EMPLOYING TECHNIQUES APPROPRIATE TO A CHILD'S AGE OR STAGE OF DEVELOPMENT. SUCH TRAINING SHALL BE CONSISTENT WITH THE PARENTS' HANDLING WHICH REQUIRES SPECIAL CONSULTATION WITH THEM.

It is recommended that rocking chairs be provided for staff to hold infants during feedings and during periods when they need mothering attention.

It is recommended that children, under two years of age, RECEIVE PRIMARY CARE BY THE SAME ADULT WHILE AT THE CENTER.

B. CHILDREN SIX YEARS OF AGE AND OVER

The child of six or over is learning his way into a broader society through play and work experiences with his peers. He is learning much about himself by experiencing the reaction of his companions to his conduct, his intellect, his cooperation, his physical skills, and to his ability to lead and follow. The program, therefore, needs to be planned for more advanced activities, geared to the age-level needs of such a child, rather than considering it as a mere extension of the program for the younger children. Programs for the older child need to be constructed around his needs in relation to his role in the home and school, and in other community activities, recognizing the center's unique contribution to his total development AND CHILD-CARE NEEDS.

In respect to its program for older children, the center must give guidance and provide opportunities for self-initiated and group-initiated activities that foster self-reliance and social responsibility. This requires that the center be alert to the rapid growth toward maturity of the child over six, and his diminishing need for intensive personal care.

A CENTER RECEIVING SCHOOL-AGE CHILDREN SHALL COMPLY WITH GENERAL STANDARDS, PRESCRIBED FOR CARE OF ALL CHILDREN, WHEN NOT INCONSISTENT WITH SPECIAL REQUIREMENTS PRESCRIBED.

1. THE CENTER, WHICH ADMITS OLDER CHILDREN, SHALL PROVIDE ACTIVITIES AND FACILITIES FOR THEM, INCLUDING QUIET AREAS FOR STUDY, ACCORDING TO THEIR AGES AND INDIVIDUAL NEEDS.

2. FACILITIES SHALL BE PROVIDED IN A SEPARATE AREA, SHOULD THE NUMBER AND AGES OF OLDER CHILDREN BE SUCH THAT THEIR PRESENCE INTERFERES WITH OR DISTRACTS FROM THE NEEDS AND CARE OF YOUNGER CHILDREN, OR THE ACTIVITIES AND EQUIPMENT ARE NOT ADAPTED TO THEIR NEEDS.

3. REPORT OF A MEDICAL EXAMINATION AND IMMUNIZATIONS SHALL BE REQUIRED FOR ADMISSION. SUBSEQUENT EXAMINATIONS SHALL BE IN ACCORDANCE WITH REQUIREMENTS UNDER THE ILLINOIS SCHOOL CODE.

4. THE PROGRAM OR SCHEDULE SHALL BE FLEXIBLE ENOUGH TO ENABLE A CHILD TO PARTICIPATE IN DESIRABLE, NON-ACADEMIC ACTIVITIES SPONSORED BY THE REGULAR SCHOOL, WHEN SUCH PARTICIPATION IS IN THE INTEREST OF THE CHILD AND AFFORDS SPECIAL OPPORTUNITIES FOR HIM TO ASSOCIATE WITH AND KNOW HIS SCHOOLMATES OUTSIDE THE CLASSROOM.

THIS ALSO MAY INCLUDE OPPORTUNITIES FOR CENTER-SPONSORED ACTIVITIES, SUCH AS FIELD TRIPS, CLUB ACTIVITIES, AND SPECIAL PROJECTS OUTSIDE THE CONFINES OF THE CENTER.

5. CHILDREN WHO SPEND SHORT PERIODS AT THE CENTER BEFORE AND AFTER SCHOOL SHALL BE PROVIDED WITH THE SPECIAL HELP NEEDED TO SPEND THE TIME CONSTRUCTIVELY. CHILDREN WHO COME IN FOR LUNCH AT THE CENTER MAY BE SERVED ALONG WITH THE YOUNGER CHILDREN IF THEY CAN BE HANDLED WITHOUT DISRUPTION TO THE ONGOING PROGRAM.

6. THERE SHALL BE GOOD PLANNING FOR THE TRANSITION OF CHILDREN, IN A DAY CARE CENTER WHO PERIODICALLY REMAIN FOR NIGHT-TIME CARE, SO THAT THERE IS AS LITTLE CONFUSION AND TRAUMA AS POSSIBLE RESULTING FROM THE SHIFT.

7. SCHOOL AGE CHILDREN WHO GO DIRECTLY FROM THE NIGHT-TIME CENTER TO SCHOOL, SHALL BE SERVED A GOOD, NOURISHING BREAKFAST BEFORE LEAVING AND SHALL BE PROPERLY GROOMED AND SUITABLY CLOTHED ACCORDING TO SEASONAL NEEDS.

It is recommended that a representative of the center consult with authorities of schools attended by older children in order to insure maximum cooperation in planning continuity of program activities for the children.

C. Mentally Retarded and Other Handicapped Children.

Most centers working with handicapped children serve mentally retarded with various handicaps and extremes of retardation. Mentally retarded, and most other permanently handicapped children, including cerebral palsied, blind, and deaf, have suffered birth anomaly or injury, or early accident, which damage the brain or sensory systems to the extent that normal development is retarded or perhaps entirely halted. The extent of the damage affects the maximum ability to learn from normal experiences or to learn new material at the normal rate. The learning rate also is determined by the type and extent of other handicaps which may be combined with a primary one. Although most handicapped children progress through the same developmental stages as do other children, the rate is slower necessitating longer periods of time to achieve the various levels of growth and learning of which they are capable.

Often, the development of children with mild degrees of mental retardation, or with physical handicaps such as blindness or deafness, is accelerated by including them in programs for normal children. However, when conditions are more profound, it is necessary that special and separate programs be designed to meet the needs of handicapped children.

THESE SPECIAL REQUIREMENTS PERTAIN TO CENTERS WHICH PROVIDE SERVICES TO GROUPS OF SEVERELY HANDICAPPED CHILDREN, WHOSE CIRCUMSTANCES WARRANT SPECIAL FACILITIES, RATHER THAN TO CENTERS WHICH MAY BE ABLE TO SERVE ONE, OR PERHAPS SEVERAL HANDICAPPED IN THEIR REGULAR PROGRAMS FOR NORMAL CHILDREN. WHILE THEY DEAL SPECIFICALLY WITH GROUPS OF MENTALLY RETARDED CHILDREN, THEY SHALL APPLY TO OTHER GROUPS OF HANDICAPPED CHILDREN.

A CENTER SERVING GROUPS OF HANDICAPPED CHILDREN ALSO SHALL COMPLY WITH GENERAL STANDARDS, PRESCRIBED FOR CARE OF ALL CHILDREN, WHEN NOT INCONSISTENT WITH THESE SPECIAL REQUIREMENTS.

1. A NEW DIRECTOR OR CHILD CARE WORKER, IN ADDITION TO QUALIFICATIONS REQUIRED OF PERSONS IN SIMILAR POSITIONS IN CENTERS FOR NORMAL CHILDREN, SHALL HAVE HAD AT LEAST ONE YEAR OF EXPERIENCE IN A FACILITY SERVING MENTALLY RETARDED OR OTHER HANDICAPPED PERSONS, OR ONE YEAR OF FORMAL SPECIALIZED TRAINING IN WORKING WITH MENTALLY RETARDED, OR OTHER HANDICAPPED PERSONS.

2. THE CENTER SHALL OBTAIN FROM PARENTS INFORMATION ABOUT A CHILD'S DEVELOPMENTAL HISTORY WHICH WOULD BE PERTINENT AND HELPFUL IN PRESCRIBING A PROGRAM FOR HIM. THIS MAY REQUIRE SUPPLEMENTAL INFORMATION FROM MEDICAL OR CLINICAL SOURCES.

3. THE CONTENT OF A PROGRAM FOR HANDICAPPED CHILDREN SHALL BE BASED ON A REALISTIC APPRAISAL OF THEIR INDIVIDUAL DEVELOPMENTAL LEVEL, RATE OF GROWTH, AND POTENTIAL. THE PROGRAM SHALL BE STRUCTURED AND SO DIRECTED THAT CHILDREN ARE TRAINED AND TAUGHT ACCORDING TO THEIR POTENTIAL FOR DEVELOPMENT. MATERIALS SHALL BE SELECTED WITH DISCERNMENT, AND CHILDREN SHALL BE TAUGHT HOW TO USE THEM RATHER THAN JUST BEING EXPOSED TO THEM.

The handicapped child, particularly the mentally retarded, responds best to familiar routines, the learning of which usually requires patient repetition over a long period of time.

4. THE PROGRAM SHALL PROVIDE OPPORTUNITIES, IN A SETTING AND AT A TEMPO, WHICH ENCOURAGE:

   a. PERSONAL INDEPENDENCE IN ALL AREAS OF SELF-CARE, SUCH AS EATING, TOILETING, DRESSING, AND PERSONAL HYGIENE.

b. CONSTRUCTIVE USE OF MATERIALS FOR WORK AND PLAY.

c. VERBAL AND OTHER FORMS OF COMMUNICATION.

d. GOOD SOCIAL RELATIONSHIPS WITH OTHERS.

e. ABILITY TO FOLLOW DIRECTIONS.

f. ABILITY TO ESTABLISH BEHAVIOR CONTROLS.

g. FEELINGS OF SELF-WORTH.

h. ACHIEVEMENT AND ENJOYMENT OF SIMPLE SKILLS THAT COULD PROMOTE ECONOMIC AND FAMILY USEFULNESS.

5. GROUPING OF MENTALLY RETARDED CHILDREN REQUIRES CONSIDERATION OF THE MENTAL AGE, CHRONOLOGICAL AGE, PHYSICAL SIZE, AND LEVEL AT WHICH EACH INDIVIDUAL IS FUNCTIONING.

THE CHRONOLOGICAL AGES MAY COVER A BROADER RANGE THAN IS REQUIRED IN STANDARDS FOR NORMAL CHILDREN, BUT THERE SHALL BE SEPARATE GROUPINGS OF THOSE AT THE PRE-SCHOOL, PRIMARY, INTERMEDIATE, AND ADULT LEVELS. BASIC MAXIMUM GROUPINGS, ACCORDING TO AGE, SIZE, AND THE MINIMUM NUMBER OF STAFF, SHALL BE AS FOLLOWS:

GROUPING	CHRONOLOGICAL AGE	MENTAL AGE	MAX. GROUP SIZE	MIN. NO. OF STAFF
PRE-SCHOOL	3 - 6	2 - 4	15	3
PRIMARY	7 - 11	3 - 5	20	2
INTERMEDIATE	12 - 15	3 - 8	20	2
ADULT	16 AND OVER	3 - 8	25	2
MIXED GROUPINGS	PRE-SCHOOL AND PRIMARY OR INTERMEDIATE AND ADULT		20	3

Mixed groupings shall be limited to relatively homogeneous ages, such as primary and intermediate; or intermediate and adults. Preschool children shall not be mixed with persons in intermediate or adult categories.

THE SPECIFIC SIZE OF THE GROUP SHALL DEPEND ON THE PHYSICAL SPACE AVAILABLE, THE NUMBER OF STAFF, AND THE DEGREE AND MULTIPLICITY OF THE HANDICAPPING CONDITIONS, WHICH MAY REQUIRE THAT THE GROUP SIZE AND COMPOSITION BE MODIFIED TO MEET INDIVIDUAL NEEDS.

6. EXCEPT FOR THE MENTAL AGES, CHILDREN WITH OTHER HANDICAPS SHALL BE SERVED IN GROUPS OF SIMILAR SIZE AND STAFF COVERAGE.

7. A PSYCHOLOGICAL EVALUATION, BY A PROFESSIONALLY QUALIFIED PSYCHOLOGIST, SHALL BE OBTAINED. IF A CHILD IS TOO YOUNG FOR VALID PSYCHOLOGICAL EVALUATION OR VALID TEST RESULTS ARE NOT OBTAINABLE, HE MAY BE ADMITTED FOR A REASONABLE TRIAL PERIOD TO OBSERVE AND EVALUATE HIS READINESS FOR A GROUP EXPERIENCE.

Children functioning at a very low level most often are able to benefit from a program planned and modified to meet their needs. This may include opportunities to watch and listen; assistance in handling a variety of materials of different textures; opportunities to relate to adults, other than their parents, and to other children; and stimuli to help them become more aware of their surroundings. A special value in serving these children is that families often are better able to cope with their children after even a brief period of relief from the constant, day-by-day responsibility they ordinarily must assume for them.

8. A CENTER RECEIVING GROSSLY RETARDED, PHYSICALLY INFIRM CHILDREN, SHALL PROVIDE GOOD, CLEAN, COMFORTABLE, AND WELL-SUPERVISED FACILITIES FOR CARE.

Retarded children often have special difficulty, because of their physical handicaps, poor coordination, perception, and orientation in space relationships. Also, they are usually older and larger than the normal pre-school child, but not as well trained in toileting and other habits. For these reasons, more space and facilities are required to program activities for this group.

9. TO COMPENSATE FOR THE DIFFERENCE AMONG MENTALLY RETARDED CHILDREN, THE CENTER SHALL PROVIDE:

   a. A MINIMUM OF FORTY-FIVE SQUARE FEET OF ACTIVITY AREA PER EACH FULLY AMBULATORY CHILD.

   b. ONE TOILET AND ONE LAVATORY FOR EVERY TEN CHILDREN.

10. RETARDED CHILDREN MAY BE CONFUSED AND DISTRACTED BY EXPOSURE TO LARGE AMOUNTS OF PLAY MATERIALS. THEREFORE, THE CENTER MAY DISPLAY AND HAVE ACCESSIBLE ON OPEN SHELVES A LIMITED, SELECT AMOUNT OF MATERIALS AT ONE TIME, FROM WHICH CHILDREN MAY CHOOSE. THIS IS NOT TO BE CONSTRUED TO MEAN THAT THE QUALITY AND VARIETY OF MATERIALS SHALL BE LIMITED, OTHERWISE.

VI. HEALTH AND MEDICAL CARE

A thorough medical evaluation and standard immunizations against disease assure the fitness of children for participation in the activities of the center and their freedom from health conditions which could be hazardous to others in the center.

A. MEDICAL EXAMINATIONS, IMMUNIZATIONS, AND HEALTH SUPERVISION AND CARE OF CHILDREN

1. EACH CHILD, UNLESS EXEMPT FOR REASONS PRESCRIBED, SHALL BE GIVEN A THOROUGH EXAMINATION, AND PRESCRIBED IMMUNIZATIONS BY A LICENSED PHYSICIAN, NOT MORE THAN FOUR MONTHS PRIOR TO ADMISSION AND AT LEAST ONCE EVERY TWO YEARS, THEREAFTER, EXCEPT AS OTHERWISE PROVIDED FOR SCHOOL-AGE CHILDREN. THE REPORT, TO BE ON FILE AT THE CENTER, DATED AND SIGNED BY THE EXAMINING PHYSICIAN, SHALL INDICATE THAT THE CHILD:

   a. WAS FOUND FREE OF COMMUNICABLE DISEASE, INCLUDING ACTIVE TUBERCULOSIS VERIFIED BY A TUBERCULIN SKIN TEST, OR A CHEST X-RAY IF THE SKIN TEST IS POSITIVE.

   b. HAS BEEN IMMUNIZED AGAINST SMALLPOX, MEASLES, WHOOPING COUGH, DIPHTHERIA, TETANUS AND POLIOMEYLITIS.

2. APPLICATION OF THE IMMUNIZATION PROGRAM MAY BE WAIVED OR MODIFIED FOR A CHILD:

   a. WHO, FOR CLINCIAL REASONS, SHOULD NOT BE SUBJECTED TO AN IMMUNIZATION.

   b. IN WHOSE BEHALF PARENT OR GUARDIAN HAS SOUGHT WAIVER ON CONSTITUTIONAL GROUNDS. A CENTER ADMITTING SUCH A CHILD SHALL DO SO UPON ITS SOLE RESPONSIBILITY.

3. SPECIAL PRECAUTIONS SHALL BE TAKEN BY THE CENTER IN PERMITTING A CHILD'S RETURN AFTER AN

ABSENCE DUE TO ILLNESS. UNLESS THERE IS A STATEMENT BY AN ATTENDING PHYSICIAN THAT A CHILD IS ABLE TO RETURN AND PARTICIPATE IN THE ACTIVITIES OF THE CENTER, A CHILD WHO DOES NOT APPEAR TO BE FULLY RECOVERED FROM AN ILLNESS SHALL NOT BE READMITTED TO THE CENTER.

4. A DAILY, PRE-ADMISSION INSPECTION SHALL BE MADE OF EACH CHILD. ANY CHILD IN ATTENDANCE WHO BECOMES ILL, OR WHO IS SUSPECTED OF ILLNESS, SHALL BE ISOLATED FROM THE GROUP UNTIL HE IS REMOVED FROM THE CENTER, WHICH SHALL BE DONE AS SOON AS POSSIBLE. THIS SHALL INCLUDE ANY CHILD WHO MAY HAVE BEEN ADMITTED WITH WAIVER OF PRESCRIBED IMMUNIZATIONS.

5. THE CENTER SHALL COMPLY WITH THE REGULATION OF THE DEPARTMENT OF PUBLIC HEALTH, PERTAINING TO "THE CONTROL OF COMMUNICABLE DISEASES" WHICH CARRIES THE DUTY TO PROMPTLY REPORT A KNOWN OR SUSPECTED CASE OR CARRIER OF COMMUNICABLE DISEASE "TO THE LOCAL HEALTH AUTHORITY IN WHOSE JURISDICTION THE PATIENT RESIDES."

6. THE CENTER SHALL ESTABLISH ROUTINE PROCEDURES TO DEAL WITH EMERGENCY SITUATIONS, INCLUDING:

   a. WRITTEN CONSENT OF PARENT, GUARDIAN, OR LEGAL CUSTODIAN FOR EMERGENCY CARE IN THE EVENT THE CHILD'S PARENT OR OWN PHYSICIAN OR CERTIFIED PRACTITIONER CANNOT BE REACHED.

   b. OBTAINING PROMPT SERVICES OF A PHYSICIAN, AND HOSPITALIZATION, IF NEEDED: OR, IN CASE OF A CHILD EXEMPT FROM MEDICAL CARE ON CONSTITUTIONAL GROUNDS, THE SERVICES OF A CERTIFIED PRACTITIONER WHOSE NAME, ADDRESS, AND TELEPHONE NUMBER HAVE BEEN FILED AT THE CENTER BY THE CHILD'S PARENT OR GUARDIAN.

   c. METHOD OF NOTIFYING THE PARENT, GUARDIAN, OR LEGAL CUSTODIAN OF ANY ILLNESS, ACCIDENT, OR INJURY TO A CHILD OR OF ANY UNUSUAL CHANGE IN HIS CONDITION.

   d. A SYSTEM FOR ENTERING IN A CHILD'S RECORD ANY ILLNESS, ACCIDENT, INJURY, OR UNUSUAL CHANGE IN HIS CONDITION, INCLUDING A WRITTEN

STATEMENT OF THE CIRCUMSTANCES OBSERVED SIGNED BY THE PERSON RESPONSIBLE FOR THE CHILD AT THE TIME.

e. A STATEMENT, SIGNED BY THE PHYSICIAN ATTENDING AN ILL CHILD OR ONE INVOLVED IN AN ACCIDENT OR INJURY ON THE PREMISES, DESCRIBING THE NATURE OF THE ILLNESS OR ACCIDENT AND THE EXTENT OF INJURIES RECEIVED.

7. NECESSARY MEDICATIONS MAY BE ADMINISTERED TO A CHILD AT THE CENTER PROVIDED THAT:

a. IT IS A PERSONAL PRESCRIPTION FILLED BY A PHARMACIST ON A PHYSICIAN'S ORDER, AND THE LABEL BEARS THE CHILD'S NAME, THE PHYSICIAN'S NAME, THE DRUG STORE, PRESCRIPTION NUMBER, DATE OF THE PRESCRIPTION, AND DIRECTIONS FOR ADMINISTERING.

b. THE CENTER MAINTAINS A RECORD OF THE DATES AND HOURS DOSAGES ARE GIVEN AND THE NAME OF THE PERSON ADMINISTERING THEM.

c. ALL SUCH MEDICATIONS ARE KEPT IN LOCKED CABINETS, WHICH ARE USED FOR NO OTHER PURPOSE, AND WHICH ARE WELL-LIGHTED, OUT OF REACH OF THE CHILDREN, AND NOT LOCATED IN ROOMS WHERE FOOD IS STORED OR PREPARED.

8. CHILDREN WHO REMAIN FOR AS LONG AS FOUR CONSECUTIVE HOURS, IN A DAY CARE CENTER, SHALL HAVE AT LEAST ONE SUPERVISED REST PERIOD, AND THERE SHALL BE A SUPERVISED NAP PERIOD FOR CHILDREN, UNDER SIX YEARS OF AGE, WHO REMAIN FIVE OR MORE HOURS.

BOTH DAY CARE AND NIGHT-TIME CENTERS SHALL PROVIDE A SEPARATE CRIB, BED OR COT AND INDIVIDUAL SHEETS AND OTHER BEDDING, EXCEPT, IN A NIGHT-TIME CENTER, TWO SIBLINGS BETWEEN TWO AND TEN YEARS OF AGE, OR TWO OLDER BROTHERS OR TWO OLDER SISTERS, MAY SHARE A FULL-SIZED BED.

a. COTS, CRIBS OR BEDS USED BY CHILDREN IN A DAY CARE CENTER MAY BE USED FOR OTHER CHILDREN AT NIGHT, IF A FACILITY IS LICENSED TO CONDUCT BOTH A DAY CARE AND NIGHT-TIME CENTER, AND IF SEPARATE SETS OF CLEAN SHEETS AND OTHER BEDDING ARE PROVIDED EACH USER, AND COTS,

CRIBS OR BEDS HAVE BEEN WELL AIRED AND FRESHEDNED BETWEEN USES.

b. CLEAN SHEETS SHALL BE PROVIDED ONCE A WEEK, AND AS FREQUENTLY AS NEEDED WHEN WET OR SOILED.

c. WATER-PROOF MATTRESS COVERS OR UNDER SHEETS FOR COTS, CRIBS OR BEDS SHALL BE PROVIDED FOR ALL CHILDREN UNDER THREE YEARS OF AGE AND OLDER CHILDREN WHO ARE ENURETIC.

9. GOOD PERSONAL HYGIENE SHALL BE PRACTICED BY ALL PERSONS IN THE CENTER AND CHILDREN SHALL BE HELPED WITH THEIR PERSONAL CARE AND CLEANLINESS IN ALL RESPECTS:

a. WET OR SOILED CLOTHING SHALL BE CHANGED IMMEDIATELY.

b. FACE AND HANDS SHALL BE WASHED BEFORE AND AFTER MEALS AND HANDS WASHED AFTER TOILETING. CHILDREN SHALL HAVE SHOWER, TUB OR SPONGE BATHS AS NEEDED TO ENSURE BODILY CLEANLINESS.

c. TOILET ARTICLES, SUCH AS COMBS, BRUSHES, TOOTHBRUSHES, TOWELS, AND WASHCLOTHS, USED BY CHILDREN, SHALL BE INDIVIDUALLY PROVIDED AND PLAINLY MARKED.

d. IN A NIGHT-TIME CENTER, SLEEPING GARMENTS SHALL BE CLEAN AND COMFORTABLE, AND PLAINLY MARKED FOR INDIVIDUAL USE.

e. SHOES SHALL BE REMOVED DURING NAP PERIODS.

B. ANIMALS AND PETS

1. SMALL, HEALTHY ANIMALS MAY BE PERMITTED ON THE PREMISES UNLESS PROHIBITED UNDER LOCAL HEALTH ORDINANCES. A QUALIFIED VETERINARIAN SHALL CERTIFY THAT THE ANIMALS HAVE BEEN INOCULATED, WHEN REQUIRED, OR OTHERWISE ARE FREE OF DISEASES THAT COULD ENDANGER THE CHILDREN'S HEALTH.

2. THERE SHALL BE CAREFUL SUPERVISION OF CHILDREN WHO ARE PERMITTED TO HANDLE AND CARE FOR THE

ANIMALS, WITH IMMEDIATE TREATMENT FOR ANY CHILD WHO SUSTAINS A BITE, SCRATCH, OR OTHER INJURY FROM SUCH SOURCE.

VII. FOOD AND NUTRITION

Food is required for maintenance of life, but food, itself, and the manner in which it is served have an emotional impact on the consumer. This is noticeable in a child's attitude and response to food, whether it is obviously reflected in his behavior or is subtly subdued. The emotional response to food is apparent in the underweight, picky eater; in the grossly obese, greedy child; in the healthy, hungry, active child; and in a child of a different culture who cannot cope with new foods served to him in a strange setting. There are, also, the diabetic child and others who might be in need of medically controlled diets. These differences must be recognized and taken into consideration if every child is to be helped to develop good food habits. For these reasons, the center shall adhere to prescribed requirements in carrying out a food program appropriate to the needs of children.

A. FOOD SERVICE

1. THE NUMBER AND TYPE OF MEALS AND/OR SNACKS TO BE SERVED SHALL DEPEND ON THE LENGTH OF TIME CHILDREN SPEND AT THE CENTER AND THE TIME OF ARRIVAL AND DEPARTURE.

   FOOD SHALL BE SERVED AT WELL-SPACED, REGULAR INTERVALS SO THAT NO CHILD GOES WITHOUT NOURISHMENT FOR LONG PERIODS OF TIME.

2. IN A DAY CARE CENTER:

   a. CHILDREN IN ATTENDANCE FOR MORE THAN TWO, BUT LESS THAN FIVE HOURS SHALL BE SERVED A MID-SESSION SNACK CONSISTING OF ONE-THIRD TO ONE-HALF CUP OF PURE FRUIT JUICE, OR PROPERLY PROCESSED CANNED OR FROZEN FRUIT JUICE WITH HIGH CITRIC CONTENT; OR ONE-THIRD TO ONE-HALF CUP OF WHOLE MILK; OR ONE SERVING OF FRUIT WITH HIGH CITRIC CONTENT.

   b. CHILDREN IN ATTENDANCE FIVE TO TEN HOURS SHALL BE SERVED AT LEAST ONE-THIRD OF THEIR DAILY FOOD REQUIREMENTS WHICH SHALL INCLUDE A WELL-BALANCED, NUTRITIVE HOT MEAL. OCCASIONAL PICNIC-TYPE MEALS MAY BE SUBSTITUTED FOR A MAIN HOT MEAL. MID-MORNING AND MID-AFTERNOON SNACKS CONSISTING OF FRUIT, FRUIT JUICE, OR MILK AS PRESCRIBED UNDER 2, ABOVE, SHALL BE INCLUDED.

c. CHILDREN IN ATTENDANCE FOR OVER TEN HOURS SHALL BE SERVED FOOD TO PROVIDE AT LEAST TWO-THIRDS OF THE DAILY FOOD REQUIREMENTS. TWO MEALS AND THE SUPPLEMENTAL SNACKS WILL MEET THIS REQUIREMENT. ONE OF THE MEALS MAY BE BREAKFAST OR SUPPER, DEPENDING ON THE TIME THE CHILD ARRIVES OR DEPARTS.

3. A NIGHT-TIME CENTER SHALL PROVIDE FOOD WITH GOOD NUTRITIONAL CONTENT AND IN SUFFICIENT QUANTITIES TO MEET THE NEEDS OF CHILDREN WHO ARE IN THE CENTER AT ORDINARY MEAL TIMES AND WHO HAVE NOT BEEN SERVED NOON OR EVENING MEALS BEFORE ARRIVAL AND WHO REMAIN THROUGH BREAKFAST.

4. MAIN MEALS, AND MORNING AND AFTERNOON SNACKS, SHALL BE PLANNED TO MEET THE NEEDS OF EACH CHILD AND SHALL SUPPLY SUFFICIENT CALORIES, PROTEIN, MINERALS, AND VITAMINS IN ACCORDANCE WITH ESTABLISHED NUTRITION STANDARDS, FOLLOWING, SUBSTANTIALLY, "MENU GUIDES," BASED ON THE "RECOMMENDED DAILY DIETARY ALLOWANCES," PRESCRIBED BY THE FOOD AND NUTRITION BOARD OF THE NATIONAL RESEARCH COUNCIL.

5. ALL FOODS SHALL BE SUITABLE FOR CHILDREN AND SHALL BE PREPARED BY METHODS DESIGNED TO CONSERVE NUTRITIVE VALUE, FLAVOR, AND APPEARANCE.

6. DRINKING WATER SHALL BE READILY ACCESSIBLE AND SERVED TO CHILDREN, DURING THE TIME THEY ARE ON THE PREMISES. APPROVED DRINKING FOUNTAINS AND/OR DISPOSABLE CUPS FOR INDIVIDUAL USE SHALL BE PROVIDED.

7. CHILDREN SHALL BE SEATED COMFORTABLY WITH SUFFICIENT ROOM TO MANAGE FOOD AND IMPLEMENTS.

8. EATING UTENSILS SHALL BE OF SIZE AND DESIGN THAT CHILDREN CAN HANDLE EASILY.

It is recommended that meals be served family-style to create a home-like and social atmosphere and to afford children the close presence of an attentive adult.

It is recommended that children be encouraged, not forced, to try new foods which should be gradually introduced, one by one, instead of several at a meal.

B. HANDLING OF CHILDREN AT MEALTIME

1. THERE SHALL BE ENOUGH TIME ALLOWED CHILDREN FOR MEALS TO BE UNHURRIED.

2. CHILDREN SHALL BE ENCOURAGED TO EAT FOOD SERVED, BUT SHALL NOT BE SUBJECTED TO FORCED FEEDING OR OTHER UNDUE COERCION.

3. CHILDREN, WHO HAVE NOT HAD OPPORTUNITIES TO LEARN HOW TO EAT FOOD WITH STANDARD TABLE SERVICE, SHALL BE HANDLED IN SUCH A WAY THAT THEY ARE NOT EMBARRASSED IN FRONT OF OTHERS.

C. MENUS

1. MENUS SHALL BE PREPARED AT LEAST ONE WEEK IN ADVANCE AND SHALL BE DATED AND POSTED.

2. MENUS SHALL BE SUBMITTED ON REQUEST OF THE DEPARTMENT, AND THE FOOD PROGRAM REVIEWED BY A QUALIFIED NUTRITIONIST OR DIETITIAN WHEN INDICATED. THE CENTER SHALL COMPLY WITH THE RECOMMENDATIONS RESULTING FROM SUCH REVIEW.

D. FORMULAS AND OTHER INFANT FEEDING

FORMULAS AND FOODS FOR CHILDREN UNDER TWO YEARS OF AGE SHALL BE PROVIDED ACCORDING TO INDIVIDUAL NEEDS, INCLUDING MEDICALLY PRESCRIBED FORMULAS OR DIETS.

VIII. TRANSPORTATION

Additional responsibility for the health, safety, and welfare of children is assumed by the center which provides transportation to and from the center. If the center provides the means of transportation and employs the driver, special risks are involved. If the center contracts with a commercial concern for the service, it has the obligation to select one with good reputation and reliable drivers.

A. TRANSPORTATION FURNISHED BY THE CENTER

A CENTER, PROVIDING DIRECT TRANSPORTATION SERVICES, SHALL SEE THAT STANDARDS FOR DRIVERS AND UPKEEP OF THE VEHICLES USED IN TRANSPORTING CHILDREN ARE MAINTAINED, AND THAT THERE IS CONFORMANCE TO STATE LAWS PERTAINING TO REGULATIONS, DRIVERS, VEHICLES, AND INSURANCE. EVIDENCE OF COMPLIANCE WITH VEHICULAR LAWS SHALL BE PRODUCED FOR EXAMINATION BY THE DEPARTMENT REPRESENTATIVE, IS REQUESTED.

OTHER STANDARDS, PRESCRIBED HEREIN, WHICH ARE NOT IN CONFLICT WITH A STATE LAW OR OTHER OFFICIAL REGULATIONS, SHALL BE USED AS FURTHER GUIDES WHEN THE CENTER PROVIDES TRANSPORTATION.

1. THE DRIVER OF A VEHICLE TRANSPORTING CHILDREN SHALL BE AT LEAST TWENTY-ONE YEARS OF AGE, AND NOT OVER SIXTY-FIVE YEARS OF AGE AT THE TIME EMPLOYED, AND SHALL MEET THE PERSONAL AND HEALTH QUALIFICATIONS OF OTHER STAFF.

2. THE DRIVER SHALL HOLD AN APPROPRIATE LICENSE REQUIRED TO TRANSPORT CHILDREN.

3. THE DRIVER SHALL NOT LEAVE THE VEHICLE UNATTENDED, AT ANY TIME, WHILE TRANSPORTING CHILDREN.

4. THE DRIVER SHALL SEE THAT:

   a. EACH CHILD BOARDS OR LEAVES THE VEHICLE FROM THE CURB SIDE OF THE STREET, AND/OR IS SAFELY CONDUCTED ACROSS THE STREET.

   b. A RESPONSIBLE PERSON IS PRESENT TO TAKE CHARGE OF A CHILD, WHEN DELIVERED TO HIS HOME OR TO THE CENTER.

   c. GOOD ORDER IS MAINTAINED IN THE VEHICLE FOR SAFETY OF THE CHILDREN IN TRANSIT.

5. THE VEHICLE SHALL NOT BE OVER-CROWDED.

B. ATTENDANT

AN ATTENDANT SHALL BE ASSIGNED TO ASSIST WITH CHILDREN, WHILE BEING TRANSPORTED, WHEN THE SIZE OF THE GROUP AND/OR HANDICAPPED CHILDREN REQUIRE THIS FOR THEIR SAFETY.

C. THE VEHICLE

1. THE VEHICLE SHALL BE MAINTAINED IN EXCELLENT CONDITION AT ALL TIMES. IT SHALL BE THOROUGHLY INSPECTED, AT LEAST EVERY SIX MONTHS, FOR MECHANICAL FLAWS WHICH, IF FOUND, SHALL BE CORRECTED IMMEDIATELY.

2. THE VEHICLE SHALL BE EQUIPPED WITH:

   a. SAFETY LOCKING DEVICES ON DOORS.

   b. A MOUNTED SPARE TIRE, READY FOR SERVICE, AND JACK.

c. A FIRST-AID KIT

It is recommended that transportation of children, to and from the center, be limited to a maximum of thirty (30) minutes each way to avoid fatigue and unnecessary time away from home.

Section Five

PLANT AND EQUIPMENT

It is possible to carry on activities more effectively and with greater ease, and to require fewer controls for safe operation, when the premises are appropriately planned, arranged, and equipped to provide a child-centered program. When rooms and outdoor areas are organized efficiently to provide sufficient space, orderliness, convenience and comfort, both children and staff are more likely to work effectively and creatively.

THE PHYSICAL FACILITIES, PROVIDED BOTH INDOORS AND OUTDOORS, SHALL MEET REQUIREMENTS FOR HEALTH AND SAFETY AND BE DESIGNED AND ARRANGED TO CARRY OUT THE PROGRAM SUCCESSFULLY. BOTH PLANT AND EQUIPMENT SHALL BE ADAPTED TO MEET THE NEEDS OF THE CHILDREN, AND SHALL BE MAINTAINED IN A SAFE, SECURE, COMFORTABLE AND SANITARY MANNER.

I. PLANT

A. GENERAL

1. THE BUILDING HOUSING A CENTER SHALL BE APPROVED BY THE PROPER HEALTH AND FIRE AUTHORITIES AND COMPLY WITH STATE AND LOCAL PUBLIC HEALTH SAFETY CODES. CENTERS, SERVING TEN OR FEWER CHILDREN, IN FAMILY RESIDENTIAL FACILITIES, SHALL HAVE AN INITIAL INSPECTION AND CLEARANCE THROUGH THE LOCAL FIRE DEPARTMENT, SERVICES OF A RELIABLE INSURANCE UNDERWRITER, OR THE STATE FIRE MARSHALL. ROUTINE, ANNUAL REINSPECTIONS FOR SUCH PREMISES MAY BE WAIVED UNLESS THERE ARE OBVIOUS OR QUESTIONABLE HAZARDS OR OTHER CONDITIONS NECESSITATING PERIODIC INSPECTIONS, OR ARE SPECIFICALLY REQUIRED UNDER MUNICIPAL ORDINANCE.

2. A CENTER LOCATED IN A PRIVATE FAMILY RESIDENCE SHALL NOT BE APPROVED IF THE HOME IS PRIMARILY A ROOMING OR BOARDING HOUSE, UNLESS THE CENTER IS ESTABLISHED IN FACILITIES COMPLETELY SEPARATED FROM ROOMING OR BOARDING AREAS.

3. IF THE CENTER IS LOCATED IN OTHER THAN A PRIVATE FAMILY RESIDENCE, THE BUILDING OR PORTION OF THE BUILDING TO WHICH CHILDREN FROM THE CENTER HAVE ACCESS SHALL BE USED ONLY FOR A PROGRAM OF CHILD CARE DURING THE HOURS THAT THE CENTER IS IN OPERATION. THIS SHALL NOT BE CONSTRUED TO MEAN THAT THE SPACE USED FOR THE PROGRAM CANNOT BE SHARED BY OTHER GROUPS OR PERSONS WHEN THE CHILDREN ENROLLED ARE NOT PRESENT.

It is recommended that the center be located on the ground floor whenever possible.

It is recommended that space for administrative use be separate from program areas.

It is recommended that sound-proof materials be used for ceilings when this will reduce noises that are distracting to the on-going program.

It is recommended that there be many windows so that the children may have further opportunities to look at, observe, and enjoy the outside world. Windows should be at a maximum of two feet above the floor or special safeguards provided.

It is recommended that an average of 50 square feet of indoor space, per child, be provided.

B. INDOOR ACTIVITY SPACE

1. THERE SHALL BE A MINIMUM OF THIRTY-FIVE (35) SQUARE FEET OF ACTIVITY AREA PER CHILD IN CENTERS FOR NORMAL CHILDREN TWO YEARS OF AGE AND OVER; FORTY-FIVE (45) SQUARE FEET PER CHILD IN CENTERS FOR AMBULATORY HANDICAPPED CHILDREN OVER TWO YEARS OF AGE; AND TWENTY-FIVE (25) SQUARE FEET OF SPACE PER CHILD IN UNITS FOR CHILDREN UNDER TWO YEARS OF AGE. THIS SPACE IS EXCLUSIVE OF EXIT PASSAGES AND FIRE ESCAPES, WHICH MUST BE CLEAR, STORAGE AREAS, BATHROOM, KITCHEN AND SPACE REQUIRED FOR EQUIPMENT THAT IS NOT USED IN DIRECT ACTIVITIES WITH CHILDREN.

2. ADJUSTABLE WINDOW SHADES SHALL BE PROVIDED WHERE NEEDED.

3. THE FLOORS SHALL BE WASHABLE AND FREE FROM DRAFTS, SPLINTERS, AND DAMPNESS.

4. WINDOWS AND DOORS SHALL BE SCREENED DURING SEASONS REQUIRING INSECT CONTROL.

5. GENERAL RODENT AND INSECT CONTROL SHALL BE MAINTAINED, BUT SHALL BE ACCOMPLISHED WHEN CHILDREN ARE NOT PRESENT.

6. RADIATORS, REGISTERS, HOT WATER PIPES AND STOVES SHALL BE SCREENED, OR OTHERWISE PROTECTED.

7. ROOMS SHALL BE WELL-VENTILATED AND CONTROLLED AGAINST EXTREME TEMPERATURES. A TEMPERATURE OF NO LESS THAN 68°, WITHIN TWO FEET OF THE FLOOR, SHALL BE MAINTAINED INDOORS, AND A THERMOMETER PROVIDED.

8. AREAS WHERE CHILDREN READ, PAINT, OR PARTICIPATE IN OTHER ACTIVITIES REQUIRING CLOSE EYE WORK, SHALL BE PROVIDED WITH A MINIMUM OF 50 FOOT CANDLES, THE AMOUNT OF LIGHT NEEDED AT WORKING LEVELS. OTHER AREAS MAY BE PROVIDED WITH FOOT CANDLES OF VARYING INTENSITY, DEPENDING ON THE USAGE. THE LIGHT INTENSITY SHALL BE METER CHECKED,* IF NECESSARY. LIGHT BULBS SHALL BE PROTECTED FROM HAZARDS OF BREAKAGE BY INSTALLATION OF COVERS OR SHIELDS.

It is recommended that 70 foot candles be provided in all indoor activity areas and that the lights be incandescent or fluorescent with a "warm white" light. It is further recommended that lighting engineers, or other specialists in lighting, be consulted regarding the foot candles needed in specific areas and the types and method of installing light fixtures.

9. THE PREMISES SHALL BE PROPERLY CLEANED, DAILY, AND KEPT IN SANITARY CONDITION AT ALL TIMES. GENERAL CLEANING SHALL NOT BE DONE WHILE CHILDREN ARE PRESENT.

10. EXIT AREAS SHALL BE KEPT CLEAR OF EQUIPMENT AND DEBRIS AT ALL TIMES.

C. OUTDOOR SPACE

1. THERE SHALL BE A MINIMUM OF SEVENTY-FIVE (75) SQUARE FEET OF SAFE OUTDOOR PLAY AREA PER CHILD FOR THE TOTAL NUMBER OF CHILDREN USING THE AREA AT ANY ONE TIME. THE AREA USED FOR OUTDOOR PLAY SHALL NOT BE LARGER THAN CAN BE SAFELY AND PROPERLY SUPERVISED.

2. PLAY SPACE SHALL BE SAFELY ENCLOSED OR OTHERWISE PROTECTED FROM TRAFFIC AND OTHER HAZARDS, WITH PROTECTIVE SURFACES IN AREAS WHERE CLIMBING APPARATUS IS USED, AND SURFACES SUITABLE FOR CHILDREN'S WHEELED VEHICLES AND PULL TOYS.

3. PLAY AREAS SHALL BE WELL DRAINED AND SAFELY MAINTAINED.

* This service is usually provided, without charge, by public utility companies and other light engineering firms.

4. THERE SHALL BE OPEN AND SHELTERED AREAS TO PERMIT CHILDREN TO ENJOY ACTIVITIES IN EITHER THE SUN OR SHADE AND TO PROTECT THEM FROM EXPOSURE TO TEMPERATURE EXTREMES.

5. IF AN AREA NOT CONNECTED WITH THE CENTER, SUCH AS A PUBLIC PARK OR PLAYGROUND, IS USED FOR PLAY OR RECREATION, THE CHILDREN SHALL BE CLOSELY SUPERVISED BOTH DURING PLAY AND WHILE TRAVELING TO AND FROM THE AREA.

It is recommended that an average of 150 square feet of outdoor activity area, per child, be provided.

It is recommended that a storage shed, which could also be used as a playhouse or outside shelter, be provided for storing movable outdoor equipment such as walking board, tricycles, and wagons.

D. KITCHEN

1. THE KITCHEN SHALL BE CLEAN AND EQUIPPED FOR PROPER PRESERVATION, STORAGE, PREPARATION, AND SERVING OF FOOD.

2. PROVISION SHALL BE MADE FOR PROPER CLEANSING AND STERILIZATION OF DISHES AND STORAGE OF FOOD IN ACCORDANCE WITH PUBLIC HEALTH STANDARDS.

E. SLEEPING AREA

1. PROVISION FOR SHADING WINDOWS SHALL BE MADE.

2. THERE SHALL BE AT LEAST TWO FEET OF SPACE BETWEEN COTS.

3. IF WASHABLE RUGS OR MATS ARE USED FOR SHORT REST PERIODS IN PART-DAY PROGRAMS, THEY SHALL BE USED IN CONFORMITY WITH REQUIREMENTS PRESCRIBED BY LOCAL HEALTH DEPARTMENTS.

It is recommended that rugs or mats not be used because of potential health hazards and extra precautions which must be taken when they are used.

F. TOILET AND BATH FACILITIES

1. TOILETS SHALL BE READILY ACCESSIBLE TO THE CHILDREN. A STAFF MEMBER SHALL ACCOMPANY YOUNGER CHILDREN UNDER SIX YEARS OF AGE, AND OTHERS WHO NEED ASSISTANCE.

2. IF TOILETS AND LAVATORIES ARE NOT PROPORTIONED TO THE SIZE OF SMALL CHILDREN, SAFELY INSTALLED STEPS OR BLOCKS SHALL BE PROVIDED.

3. HOT AND COLD RUNNING WATER SHALL BE PROVIDED.

4. MILD SOAP AND INDIVIDUAL TOWELS SHALL BE SUPPLIED.

5. THE FOLLOWING RATIOS OF FACILITIES SHALL BE PROVIDED:

a.

NUMBER OF CHILDREN IN DAY CARE CENTER	TOILETS AND LAVATORIES
1 to 10	1
11 to 25	2
26 to 50	3
51 to 75	4
76 to 100	5
101 to 125	6
126 to 150	7
151 to 175	8

b.

NUMBER OF CHILDREN IN NIGHT-TIME CENTER	TOILETS AND LAVATORIES
9 to 12	2
13 to 20	3

6. TUBS OR SHOWERS SHALL BE AVAILABLE AS NEEDED TO ENSURE BODILY CLEANLINESS. (SEE VI HEALTH AND MEDICAL CARE, ITEM A., 8., b.)

7. IF WATER IS OBTAINED FROM SOURCES OTHER THAN AN APPROVED PUBLIC SUPPLY SOURCE, IT SHALL BE APPROVED BY LOCAL OR STATE HEALTH AUTHORITIES.

It is recommended that toilet rooms be adjacent to both indoor and outdoor areas, when possible.

It is recommended that toilets and lavatories be proportioned for the use of small children and that open-front toilet seats be provided.

It is recommended that a raised bath tub, or shower, be available.

G. ISOLATION AREA

SUITABLE SPACE SHALL BE PROVIDED FOR A CHILD WHO BECOMES ILL AT THE CENTER. SUCH SPACE SHALL BE ADEQUATELY VENTILATED AND HEATED, AND EQUIPPED WITH A COT AND MATERIALS THAT CAN BE EASILY SANITIZED.

II. EQUIPMENT

THE REQUIREMENTS REGARDING EQUIPMENT SPECIFICALLY APPLY TO DAY CARE CENTERS. THEY MAY BE MODIFIED, IN QUANTITY AND VARIETY, FOR NIGHT-TIME CENTERS, ACCORDING TO THE LENGTH OF TIME A CHILD IS ON THE PREMISES DURING NORMAL WAKING HOURS, AND THE PRIOR EXPERIENCES HE MIGHT HAVE HAD, IN A DAY-TIME PROGRAM, BEFORE ARRIVING AT THE NIGHT-TIME CENTER.

A. GENERAL

1. EQUIPMENT SHALL BE WELL-CONSTRUCTED AND SAFE, GENERALLY SCALED TO THE SIZES OF THE CHILDREN, AND SELECTED ACCORDING TO THEIR AGES AND DEVELOPMENTAL LEVELS.

2. SHELF SPACE, ACCESSIBLE TO THE CHILDREN, SHALL BE PROVIDED FOR STORAGE OF TOYS AND SUPPLIES.

3. INDIVIDUAL LOCKERS OR SEPARATE HOOKS AND SHELVES FOR CLOTHING, PLACED AT LEVELS WHICH CHILDREN CAN REACH WITH EASE, SHALL BE PROVIDED.

4. STORAGE SPACE SHALL BE PROVIDED FOR COTS, BEDDING, OUTDOOR PLAY EQUIPMENT AND SURPLUS EQUIPMENT.

5. A FIRST AID KIT, APPROPRIATELY EQUIPPED, SHALL BE ON THE PREMISES.

6. A TELEPHONE SHALL BE PROVIDED ON THE PREMISES FOR USE IN EMERGENCY, AND FOR OTHER NECESSARY COMMUNICATIONS.

B. INDOOR EQUIPMENT

1. EQUIPMENT SHALL BE SUFFICIENT TO PROVIDE FOR QUIET AND ACTIVE PLAY NEEDS OF CHILDREN.

2. BASIC EQUIPMENT SHALL BE SELECTED TO PROVIDE FOR A VARIETY OF EXPERIENCES, AND SHALL INCLUDE:

   a. BUILDING MATERIALS, SUCH AS A VARIETY OF BLOCKS AND BOARDS.

   b. TRANSPORTATION AND WHEEL TOYS.

   c. DRAMATIC PLAY MATERIALS, SUCH AS DOLLS AND HOUSEKEEPING TOYS, COSTUME BOX, DOCTOR'S AND NURSE'S KITS.

d. MANIPULATIVE PLAY MATERIALS, SUCH AS PUZZLES, PEG BOARDS AND NESTED BLOCKS.

e. CREATIVE MATERIALS, SUCH AS EASELS, PAINTS, FINGER PAINT, CLAY AND CRAYONS.

f. LITERATURE, SUCH AS STORY AND PICTURE BOOKS AND CHILDREN'S POETRY.

g. MUSIC, SUCH AS RECORDS AND RHYTHM INSTRUMENTS.

C. OUTDOOR PLAY EQUIPMENT

1. THE AGE LEVELS, ABILITIES, AND SAFETY OF THE CHILDREN SHALL BE CONSIDERED IN EQUIPPING OUTDOOR PLAY AREAS.

2. PLACEMENT OF EQUIPMENT SHALL BE PLANNED TO AVOID THE DANGER OF COLLISION AND ACCIDENTS, AND TO PERMIT FREEDOM OF ACTION. SUPPORTS FOR CLIMBING AND LARGE EQUIPMENT SHALL BE SECURELY FASTENED TO THE GROUND.

3. BASIC EQUIPMENT SHALL INCLUDE A VARIETY OF ITEMS FOR ACTIVITIES, SUCH AS CLIMBING APPARATUS, WHEEL TOYS, SANDBOX, WATER-PLAY MATERIALS AND BALLS.

SECTION SIX

RECORDS AND REPORTS

I. RECORDS

Recorded data, identifying a child and indicating who is responsible for him, provide the center and the child with legal and other sound protections and are essential in emergencies and other situations. A record of the child's progress, experiences, and responses to the program also is needed as a guide to determine his needs and to plan further services in his behalf.

A CENTER SHALL MAINTAIN RECORDS PRESCRIBED BY THE DEPARTMENT, UNDER PROVISIONS OF THE CHILD CARE ACT. AUTHORIZED REPRESENTATIVES OF THE DEPARTMENT SHALL HAVE ACCESS TO ALL REQUIRED REPORTS AND RECORDS, AND ANY OTHER DATA NECESSARY TO DETERMINE THE CALIBER OF A CENTER'S SERVICES AND ITS ELIGIBILITY FOR LICENSING, OR NEEDED TO INVESTIGATE SPECIAL CIRCUMSTANCES. THE CONFIDENTIAL NATURE OF SUCH RECORDS SHALL BE RESPECTED.

A. CHILDREN'S RECORDS

RECORDS ON CHILDREN SHALL BE MAINTAINED AND ON FILE AT THE CENTER.

1. AN ALPHABETIC CARD FILE OR REGISTER SHALL BE MAINTAINED ON EACH CHILD AND SHALL INCLUDE:

   a. NAME, DATE AND PLACE OF BIRTH, AND SEX.

   b. DATE OF ADMISSION AND SCHEDULED HOURS OF CARE.

   c. NAME OF PARENTS, HOME AND BUSINESS ADDRESSES AND TELEPHONE NUMBERS.

   d. MARITAL STATUS OF PARENTS.

   e. NAME OF LEGAL GUARDIAN, IF OTHER THAN PARENTS, WITH ADDRESS, AND TELEPHONE.

   f. NAMES AND ADDRESSES AND TELEPHONE NUMBERS OF PERSONS TO WHOM THE CHILD IS TO BE RELEASED, AND THOSE TO BE NOTIFIED IN CASE OF EMERGENCY.

   g. NAME, ADDRESS, AND TELEPHONE NUMBER OF FAMILY PHYSICIAN OR, IF APPLICABLE, CERTIFIED CHRISTIAN SCIENCE PRACTITIONER.

h. SIGNIFICANT SOCIAL AND HEALTH INFORMATION OBTAINED AT TIME OF ADMISSION AND SUBSEQUENTLY.

i. ENTRY OF DATE AND SPECIFIC TYPE OF ACCIDENT OR ILLNESS PREVENTING ADMISSION OR READMISSION TO THE GROUP.

j. DATE AND REASON FOR DISCHARGE.

2. A REPORT OF THE REQUIRED MEDICAL EXAMINATION AND IMMUNIZATIONS FOR EACH CHILD SHALL BE ON FILE OR, WHERE IMMUNIZATIONS ARE WAIVED ON CONSTITUTIONAL GROUNDS, A WRITTEN STATEMENT REQUESTING WAIVER, SIGNED BY THE PARENT OR GUARDIAN, SHALL BE ON FILE.

3. AN ACCURATE ATTENDANCE RECORD OF EACH CHILD ENROLLED SHALL BE MAINTAINED BY THE CENTER. THE HOURS OF ARRIVAL AND DEPARTURE SHALL BE RECORDED IF THE CHILD DOES NOT ATTEND DURING THE REGULAR SCHEDULED HOURS THE CENTER IS IN SESSION.

4. THE TOTAL ATTENDANCE RECORD OF ALL CHILDREN SHALL BE MAINTAINED. IN A DAY CARE CENTER, THIS RECORD SHALL BE MAINTAINED BY INDIVIDUAL GROUPS.

5. WRITTEN AGREEMENTS AND CONSENTS SHALL BE ON FILE.

6. WRITTEN APPLICATION FOR ADMISSION OF EACH CHILD ON FILE.

B. PERSONNEL RECORDS

PERSONNEL RECORDS SHALL BE MAINTAINED ON EACH EMPLOYEE OF THE CENTER AND ON EACH VOLUNTEER RESPONSIBLE FOR THE DIRECT CARE OR SUPERVISION OF CHILDREN. THESE SHALL INCLUDE:

1. NAME, ADDRESS, AND TELEPHONE NUMBERS.

2. TRAINING, EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS.

3. CLEARANCES FROM THREE REFERENCES OTHER THAN FAMILY MEMBERS OR OTHER RELATIVES.

4. REPORTS OF THE REQUIRED MEDICAL EXAMINATIONS AND TESTS.

5. POSITION AND DATE OF EMPLOYMENT, AND DATE AND REASON FOR TERMINATION OF EMPLOYMENT.

C. BUSINESS RECORDS

FINANCIAL AND OTHER BUSINESS RECORDS, ESSENTIAL TO THE OPERATION, SHALL BE MAINTAINED, INCLUDING:

1. THE ANNUAL AUDIT, IF REQUIRED, OR OTHER APPROPRIATE RECORDS OF INCOME AND EXPENDITURES.

2. MENUS OF MEALS SERVED.

3. FIRE AND OTHER CLEARANCES, AS REQUIRED.

II. REPORTS

EACH CENTER SHALL SUBMIT TO THE DEPARTMENT SUCH PERIODIC AND SPECIAL REPORTS AS IT MAY REQUIRE, INCLUDING STATISTICAL DATA OR OTHER SERVICE REPORTS, SPECIAL REPORTS ON INDIVIDUAL CHILDREN, PERSONNEL, AND FINANCIAL REPORTS.

A. REPORTS ON CHILDREN

THE CENTER SHALL MAINTAIN AND SUBMIT ACCURATE STATISTICS, ON THE CHILDREN ADMITTED FOR SERVICE, IN COOPERATION WITH STATE AND NATIONAL REPORTING SYSTEMS.

1. MONTHLY REPORTS SHALL BE MADE TO THE DEPARTMENT ON FORMS PRESCRIBED AND FURNISHED BY IT, SUCH REPORTS TO REFLECT THE NUMBER OF CHILDREN UNDER CARE AT THE BEGINNING OF THE REPORTING PERIOD; THE NUMBER ADMITTED DURING THE MONTH; THE TOTAL ENROLLED DURING THE MONTH; THE NUMBER DISCHARGED DURING THE MONTH; AND THE TOTAL ENROLLED AT THE END OF THE MONTH.

   THIS REPORT ALSO SHALL REFLECT THE DAILY ATTENDANCE AND GENERAL INFORMATION ABOUT THE CENTER'S OPERATION, INCLUDING PERIODS WHEN THE CENTER IS IN OPERATION; THE LICENSED CAPACITY; AND, FOR DAY CARE CENTERS, THE NUMBER OF SESSIONS DURING THE DAY.

2. A SPECIAL CENSUS OF CHILDREN UNDER CARE SHALL BE PROVIDED UPON REQUEST OF THE DEPARTMENT.

3. THE CENTER SHALL REPORT TO THE REGIONAL OFFICE OF THE DEPARTMENT, WITHIN ONE WEEK, OR SOONER IF THE SITUATION WARRANTS, ANY SERIOUS OCCURRENCES INVOLVING CHILDREN, SUCH AS AN ACCIDENT OR INJURY REQUIRING EXTENSIVE MEDICAL CARE AND/OR HOSPITALIZATION; OR DEATH; OR ABUSE, SUCH AS SEXUAL OFFENSES, OR CRUEL TREATMENT; MAJOR FIRE OR OTHER EMERGENCY SITUATIONS; OR ANY INCIDENT WHICH RESULTS IN LEGAL ACTION BY OR AGAINST THE CENTER WHICH AFFECTS ANY CHILD OR CHILDREN, OR PERSONNEL.

B. REPORTS ON STAFF

REPORTS ON STAFF, INCLUDING OWNER-OPERATORS, DIRECTORS, AND OTHERS, SHALL BE FILED, WITH THE APPROPRIATE REGIONAL OFFICE OF THE DEPARTMENT ON FORMS PRESCRIBED AND FURNISHED BY THE DEPARTMENT. SUCH REPORTS SHALL BE SUBMITTED ON VOLUNTEERS WHO WORK WITH OR ARE IN CLOSE PROXIMITY TO THE CHILDREN.

1. AN INDIVIDUAL REPORT SHALL BE FILED ON EACH NEW EMPLOYEE, IDENTIFYING THE POSITION FOR WHICH EMPLOYED, QUALIFICATIONS, AND PERTINENT INFORMATION CONTAINED ON DEPARTMENT FORM CFS 508-1.

2. A MONTHLY REPORT SHALL BE FILED ON ALL PERSONS EMPLOYED OR LEAVING THE CENTER DURING THE PERIOD. EXCEPT IN SMALL, OWNER-OPERATED FACILITIES, WHERE THERE IS NO ANTICIPATED TURNOVER OF STAFF, CENTERS SHALL FILE THIS REPORT ON DEPARTMENT FORM CFS 508, WHETHER OR NOT THERE ARE ANY CHANGES IN EMPLOYED STAFF.

3. OTHER REPORTS, INCLUDING MEDICAL INFORMATION AND CHARACTER AND OTHER QUALIFYING REFERENCES ON SPECIFIED EMPLOYEES SHALL BE SUBMITTED TO THE DEPARTMENT UPON SPECIAL REQUEST OF ITS AUTHORIZED REPRESENTATIVES.

APPENDICES

MEMBERS OF COMMITTEE ON STANDARDS FOR DAY CARE CENTERS *

Mrs. John J. Bergan, Chairman
2305 Commonwealth Avenue
Chicago

Mrs. Evelyn Edwards, Vice Chairman
Director, Chase House
211 South Ashland, Chicago

Miss Shirley Dean, Secretary
Program Director, Child and
Family Development Center
Chicago Child Care Society
5467 University Avenue, Chicago

Mrs. Edith Barber, Operator
Hobby Horse Nursery School
5611 North Clark Street, Chicago

Mrs. Irvin Blumfield, Former
Chairman and Director
Alton Cooperative Nursery
3210 Edwards, Alton

Mr. Michael Debowski, Operator
Jack and Jill School
126 St. Charles Road, Villa Park

Mrs. Juanita Dougan, Former
Operator
Mother Hubbard Nursery
2715 North Maryland, Peoria

Miss Pearl M. Frost, Director
Jack and Jill Nursery School
205 Clark Street, Aurora

Mrs. Hertha Henson, Head Teacher
Child Care Center - Child and
Family Services of Sangamon Co.
730 East Vine Street, Springfield

Mrs. Mary Meyer, Former Director
Mary Meyer School
2817 Pine Grove Avenue, Chicago

Mr. James McClain, Jr., Owner and
Operator, Tiny Tot Playhouse
2601 South Lowell Avenue,
Springfield

Mrs. Maria Reyes-Guerra, Former
Operator
Reyes-Guerra Nursery School
1206 South Mattis, Champaign

Mrs. Betty Sanders, Owner
Gingerbread House
841 Meadowbrook Road,
Mt. Vernon

Mrs. Barbara Smiley, Director
PARC School (Peoria Association
for Retarded Children)
120 Gold Street, East Peoria

Mrs. Aldena Smith, Director
Emily Willis Day Care Center
John Robinson Homes
Administration, East St. Louis

Sister Mary William, Executive
Director, Marillac House
2822 West Jackson Boulevard
Chicago

Mrs. Grace L. Wirsing, Director
Hillside Nursery
202 Hillside Avenue, Barrington

STAFF

Miss Margaret L. Bishop
General Secretary
Division of Child Welfare

Miss Nora E. English, Coordinator
Licensing Services
Division of Child Welfare
Springfield

Mrs. Patricia Goodman
Recording Secretary
Licensing Representative
Division of Child Welfare
Chicago Region

Roman L. Haremski, Ph. D.
Deputy Director, Department of
Children and Family Services
(Formerly Chief, Division of
Child Welfare)

J. Keller Mack, M. D., Medical and
Public Health Officer, Department
of Children and Family Services

Mrs. Catherine McClelland, Former
Licensing Representative
Division of Child Welfare
Champaign Region

Miss Marion McKenzie,
Editorial Assistant
Former teacher, Roycemore
School, Evanston; author of
textbook supplements for
teachers and students;
editorial work with Harper-
Row, Publishers; volunteer in
Adult Education with Chicago
Commons Settlement

Mrs. Lillian Tauber, Director
Pre-School Program, Chicago
Committee on Urban Opportunity
(Formerly with the Department of
Children and Family Services)

* THE REVISIONS OF STANDARDS FOR DAY CARE CENTERS, EFFECTIVE JANUARY 1, 1970, PRIMARILY DEAL WITH THOSE NECESSARY TO CONFORM TO THE CHILD CARE ACT OF 1969, AND THE STANDARDS FOR NIGHT-TIME CENTERS ARE PRIMARILY BASED ON THOSE FOR DAY CARE CENTERS. SINCE THERE WERE FEW SUBSTANTIVE CHANGES, THE COMMITTEE WAS NOT RECONVENED TO CONSIDER THE REVISIONS INCORPORATED.

SUBCOMMITTEES
of
Committee on Standards for Day Care Centers
and Group Day Care Facilities

Grouping and Staffing

Mrs. Mary Meyer, Chairman
Sister Sylvia (Formerly Executive Director Marillac House)
Mrs. Barbara Smiley

Health

Mrs. Juanita Dougan, Chairman

J. Lewis Bailen, M.D.
Brokow Hospital, Bloomington

Miss Rebecca Bland (Formerly Nutritionist, DuPage County Health Department)
6310 East 13th Avenue
Denver, Colorado

Freiderich Deinhardt, M.D.
Department of Microbiology
Presbyterian and St. Luke's Hospital
1753 West Congress Parkway,
Chicago

L. L. Fatherree, M.D.
Champaign-Urbana Public Health District
505 South Fifth Street, Champaign

Samuel H. Fraerman, M.D.
735 St. John's Avenue,
Highland Park

Mrs. Bernice Hover, R.N.
Chicago Board of Health
54 West Hubbard Street, Chicago

Miss Kathleen T. Hoyi, Nutritionist
Wheat Flour Institute
309 West Jackson Boulevard
Chicago

Miss Virginia C. Jauch, Director
Nutrition Section
Chicago Board of Health
Civic Center, Chicago

Mrs. Frances Locke, R.N.
Director, Public Health Nursing
Adams County Health Department
333 North Sixth Street, Quincy

Mrs. Mildred L. Logan, L.P.N.
"UR" Kiddie's Korner Nursery
1105 West Second, Lincoln

Mrs. Olga Nagel, Nutritionist
Franklin and Williamson Bi-County Public Health Department
Johnson City

Herbert Ratner, M.D.
Public Health Director
Oak Park Health Department
Box 31, Oak Park

Miss Mary Reeves, Nutritionist
Children's Bureau
U.S. Department of Health, Education and Welfare
433 West Van Buren, Chicago

Mrs. Betty Sanders

Mrs. Barbara Smiley

Mrs. Marilyn Urso, Operator
Edgewater Day Care Center
1452 Devon, Chicago

Mary Frances Reed, Ph.D.
Department of Home Economics
Northern Illinois University, DeKalb

Mentally Retarded and Other Handicapped Children

Mrs. Barbara Smiley, Chairman

Mrs. Dorothy Frye, Director
Seguin School
6623 West Ogden Avenue, Berwyn

Mr. Elliot Knauer, Director
Chicago Association for Retarded Children
5039 South Greenwood, Chicago

Mrs. Gail Salzman, Director
Progress School
1536 West Waggoner, Decatur

Mr. Gordon Snow, Director
Illinois Council for Mentally Retarded Children
343 South Dearborn Street, Chicago

Organization and Administration

Mrs. Mary Meyer, Chairman

Mr. Michael Debowski

Miss Pearl Frost

Mrs. James Hall
1155 Ash Street, Winnetka

Personnel

Mrs. Evelyn Edwards, Chairman

Miss Shirley Dean

Mr. Michael Debowski

Mrs. Juanita Dougan

Program

Miss Shirley Dean, Chairman

Mrs. Edith Barber

Mrs. Hertha Henson

Queenie B. Mills, Ph.D.
Head, Division of Child Development and Family Relationships
Child Development Laboratory
University of Illinois, Urbana

Miss Betty Moore
Director of Day Care Services
Chicago Child Care Society Nursery
5467 South University Avenue
Chicago

Mrs. Erma Philyaw, Owner-Director
Peter Pan Pre-School
2803 West Eugenie, Peoria

Mrs. Maria Reyes-Guerra

Mrs. Carolyn Rybicki
First Presbyterian Church Nursery
1303 Royal Heights, Belleville

Mrs. Grace L. Wirsing

Transportation

Mr. James McClain, Jr., Chairman

Mrs. Elva Duncan, Formerly Owner-Operator, The Osborne School
226 North Illinois Street, Springfield

Mr. John T. Hardin, Owner-Operator
ABC Day Nursery
3855-57 Elston Avenue, Chicago

Mr. Edward King, Owner-Operator
Jack and Jill Day Nursery
520 North Fifth Street, Springfield

CHILD CARE ACT OF 1969

AN ACT in relation to the regulation of facilities for child care and to repeal an Act therein named.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 1. This Act shall be known and may be cited as the Child Care Act of 1969.

Section 2. Terms used in this Act, unless the context otherwise requires, have the meanings ascribed to them in Sections 2.01 through 2.19.

Section 2.01. "Child" means any person under 18 years of age.

Section 2.02. "Department" means the Illinois Department of Children and Family Services.

Section 2.03. "Guardian" means the guardian of the person of a minor.

Section 2.04. "Related" means any of the following relationships by blood, marriage, or adoption: parent, grandparent, brother, sister, stepparent, stepbrother, stepsister, uncle or aunt.

Section 2.05. "Facility for child care" or "child care facility" means any person, group of persons, agency, association or organization, whether established for gain or otherwise, who or which receives or arranges for care or placement of one or more children, unrelated to the operator of the facility, apart from the parents, with or without the transfer of the right of custody in any facility as defined in this Act, established and maintained for the care of children.

Section 2.06. "Child care institution" means a child care facility where more than 7 children are received and maintained for the purpose of providing them with care or training or both. The term "child care institution" includes residential schools, primarily serving ambulatory handicapped children, and those operating a full calendar year, but does not include:

(a) Any State-operated institution for child care established by legislative action;

(b) Any juvenile detention home established and operated by any county or child protection district established under the "Child Protection Act";

(c) Any institution, home, place or facility operating under a license pursuant to the "Nursing homes, sheltered care homes, and homes for the aged Act";

(d) Any bona fide boarding school in which children are primarily taught branches of education corresponding to those taught in public schools, grades one through 12, or taught in public elementary schools, high schools, or both elementary and high schools, and which operates on a regular academic school year basis; or

(e) Any facility licensed as a "group home" or "night care center" as defined in this Act.

Section 2.07. "Maternity center" means a facility in which any person, agency, or corporation other than one licensed as a foster family home or group home under this Act, receives, treats or cares for one or more unwed pregnant girls under 18 years of age, except that the term does not include any facility licensed under the "Hospital Licensing Act".

Section 2.08. "Child welfare agency" means a public or private child care facility, receiving any child or children for the purpose of placing or arranging for the placement of the child or children in foster family homes or other facilities for child care, apart from the custody of the child's or children's parents. The term "child welfare agency" includes all agencies established and maintained by a municipality or other political subdivision of the State of Illinois to protect, guard, train or care for children outside their own homes, but does not include any circuit court or duly appointed juvenile probation officer or youth counselor of the court, who receives and places children under an order of the court.

Section 2.09. "Day care center" means any child care facility receiving more than 8 children for daytime care during all or part of a day. The term "day care center" includes facilities commonly called "child care centers", "day nurseries", "nursery schools", "kindergartens", "play groups" and "centers or workshops for mentally or physically handicapped" with or without stated educational purposes. The term does not include (a) kindergartens or nursery schools or other daytime programs operated by public or private elementary school systems or secondary level school units or institutions of higher learning; (b) facilities operated in connection with a shopping center or service, or other similar facility, where transient children are cared for temporarily while parents or custodians of the children are occupied on the premises, or are in the immediate vicinity and readily available; (c) any type of day care center that is conducted on federal government premises; or (d) special activities programs, including athletics, crafts instruction and similar activities conducted on an organized and periodic basis by civic, charitable and governmental organizations.

Section 2.10. "Child care centers" means day care centers which receive pre-school or school-age children, or both, for short term or extended hours of care, or out of school hours, and which provide essential personal

care, protection, supervision, training and programs to meet the needs of the children served.

Section 2.11. "Day nurseries" means day care centers which receive pre-school age children for short-term or extended hours of care, and which provide essential personal care, protection, supervision, training and programs to meet the needs of the individual children served.

Section 2.12. "Nursery schools" means day care centers which receive children between the ages of 2 and 6 years and which are established and professionally operated primarily for educational purposes to meet the developmental needs of the children served.

Section 2.13. "Kindergartens" means day care centers which receive children between the ages of 4 and 6 years, and which are established and professionally operated primarily to conduct educational programs for early childhood development.

Section 2.14. "Play groups" means day care centers which receive pre-school or school-age children, or both, for relatively short periods of time, not to exceed 3 hours per day for any child or group of children, and which provide services and programs designed to meet the recreational, physical, emotional and developmental needs of the individual children served.

Section 2.15. "Centers or workshops for mentally or physically handicapped" means day care centers receiving mentally retarded or physically handicapped children, for short periods or extended hours, and which provide services and programs to meet the children's needs for care, protection and training.

Section 2.16. "Group home" means a child care facility which provides care for at least 5 but no more than 10 children placed by and under the supervision of a licensed child welfare agency with these homes being owned or rented, staffed, maintained and otherwise operated by the agency.

Section 2.17. "Foster family home" means a facility for child care in residences of families who receive no more than 8 children unrelated to them, unless all the children are of common parentage, for the purpose of providing family care and training for the children on a full-time basis. The family's own children, under 18 years of age, shall be included in determining the maximum number of children served. The term "foster family home" includes homes receiving children from any State-operated institution for child care; or from any agency established by a municipality or other political subdivision of the State of Illinois authorized to provide care for children outside their own homes. The types of foster family homes are defined as follows:

(a) "Boarding home" means a foster family home which receives payment for regular full-time care of a child or children.

(b) "Free home" means a foster family home other than an adoptive home which does not receive payments for the care of a child or children.

(c) "Adoptive home" means a foster family home which receives a child or children for the purpose of adopting the child or children.

(d) "Work-wage home" means a foster family home which receives a child or children who pay part or all of their board by rendering some services to the family not prohibited by the Child Labor Law or by standards or regulations of the Department prescribed under this Act. The child or children may receive a wage in connection with the services rendered the foster family.

(e) "Agency-supervised home" means a foster family home under the direct and regular supervision of a licensed child welfare agency, of the Department of Children and Family Services, of a circuit court, or of any other State agency which has authority to place children in child care facilities, and which receives no more than 8 children, unless of common parentage, who are placed and are regularly supervised by one of the specified agencies.

(f) "Independent home" means a foster family home, other than an adoptive home, which receives no more than 4 children, unless of common parentage, directly from parents, or other legally responsible persons, by independent arrangement and which is not subject to direct and regular supervision of a specified agency except as such supervision pertains to licensing by the Department.

Section 2.18. "Day care homes" means family homes which receive not more than 8 children for care during the day. The maximum of 8 children includes the family's natural or adopted children under age 18 and those children who are in the home under full-time care, as defined in Section 2.17 of this Act.

Section 2.19. "Night care facilities" means centers or family homes in which children are received for periodic care during the night when a single parent, or both parents, are absent from home because of employment, emergency or other reasonable circumstance, and the children are in need of supervision during sleeping hours. A facility may be licensed for either day care or night-time care, or both if circumstances permit, and whether the same children are served according to the work shifts of their parents or other circumstances. "Night care facilities" are further defined as follows:

(a) "Night-time center" means a facility which is established to receive 9 or more children, but not to exceed 20 children, for night-time care.

(b) "Night-time home" means a family home which receives no more than 8 children, including the family's own children under age 18, for night-time care.

Section 3. No person, group of persons or corporation may operate or conduct any facility for child care, as defined in this Act, without a license or permit issued by the Department. No license or permit is required to operate a foster family home or group care home in which all children are placed under the regular and sole supervision of a single circuit court.

Section 4. Any person, group of persons or corporation who or which receives children or arranges for care or placement of one or more children unrelated to the operator must apply for a license to operate one of the types of facilities defined in Sections 2.05 through 2.19 of this Act. Application for a license to operate a child care facility must be made to the Department in the manner and on forms precribed by it. If, upon examination of the facility and investigation of persons responsible for care of children, the Department is satisfied that the facility and responsible persons reasonably meet standards prescribed for the type of facility for which application is made, it shall issue a license in proper form, designating on that license the type of child care facility and, except for a child welfare agency, the number of children to be served at any one time.

Section 5. (a) In respect to child care institutions, maternity centers child welfare agencies, day care centers, group homes and night-time centers, the Department, upon receiving application filed in proper order, shall examine the facilities and persons responsible for care of children therein.

(b) In respect to foster family and night-time homes, applications may be filed on behalf of such homes by a licensed child welfare agency, by a State agency authorized to place children in foster care or by out-of-State agencies approved by the Department to place children in this State. In applying for license in behalf of a home in which children are placed by and remain under supervision of the applicant agency, such agency shall certify that the home and persons responsible for care of unrelated children therein were found to be in reasonable compliance with standards prescribed by the Department for the type of care indicated.

(c) Licenses shall be issued in such form and manner as prescribed by the Department and are valid for 2 years from the date issued, unless revoked by the Department or voluntarily surrendered by the licensee.

(d) The Department may issue a 6-month permit to a newly established facility for child care to allow that facility reasonable time to become eligible for a full license. No permit, however, may be granted to any foster family home, group care home, day care home or night-time home.

Section 6. (a) A licensed facility operating as a "child care institution", "maternity center", "child welfare agency", "day care center" or "night-time center" must apply for renewal of its license held, the application to be made to the Department on forms prescribed by it.

(b) The Department, a duly licensed child welfare agency or a suitable agency or person designated by the Department as its agent to do so, must re-examine every child care facility for renewal of license, including in that process the examination of the premises and records of the facility as the Department considers necessary to determine that minimum standards for licensing continue to be met. In the case of foster family homes, day care homes or night-time homes under the supervision of or otherwise required to be licensed by the Department, or under supervision of a licensed child welfare agency, the examination shall be made by the Department or agency supervising such homes. If the Department is satisfied that the facility continues to maintain minimum standards which it prescribes and publishes, it shall renew the license to operate the facility.

Section 7. (a) The Department must prescribe and publish minimum standards for licensing that apply to the various types of facilities for child care defined in this Act and that are equally applicable to like institutions under the control of the Department and to foster family homes used by and under the direct supervision of the Department. The Department shall seek the advise and assistance of persons representative of the various types of child care facilities in establishing such standards. The standards prescribed and published under this act take effect as provided in "An Act concerning administrative rules" approved June 14, 1951, as amended, and are restricted to regulations pertaining to:

(1) The operation and conduct of the facility and responsibility it assumes for child care;

(2) The character, suitability and qualifications of the applicant and other persons directly responsible for the care and welfare of children served;

(3) The general financial ability and competence of the applicant to provide necessary care for children and to maintain prescribed standards;

(4) The number of individuals or staff required to insure adequate supervision and care of the children received;

(5) The appropriateness, safety, cleanliness and general adequacy of the premises, including maintenance of adequate fire prevention and health standards conforming to State laws and municipal codes to provide for the physical comfort, care and well-being of children received;

(6) Provisions for food, clothing, educational opportunities, program, equipment and individual supplies to assure the healthy physical, mental and spiritual development of children served;

(7) Provisions to safeguard the legal rights of children served;

(8) Maintenance of records pertaining to the admission, progress, health and discharge of children;

(9) Filing of reports with the Department;

(10) Discipline of children;

(11) Protection and fostering of the particular religious faith of the children served.

(b) If, in a facility for general child care, there are children diagnosed as mentally ill, mentally retarded or physically handicapped, who are determined to be in need of special mental treatment or of nursing care, or both mental treatment and nursing care, the Department shall seek the advice and recommendation of the Department of Mental Health, of the Department of Public Health or of both Departments regarding the residential treatment and nursing care provided by the institution.

(c) The Department, in applying standards prescribed and published, as herein provided, shall offer consultation through employed staff or other qualified persons to assist applicants and licensees in meeting and maintaining minimum requirements for a license and to help them otherwise to achieve programs of excellence related to the care of children served.

Section 8. The Department may revoke or refuse to renew the license of any child care facility or refuse to issue full license to the holder of a permit should the licensee or holder of a permit;

(1) consistently fail to maintain standards prescribed and published by the Department;

(2) substantially violate any of the provisions of the license issued;

(3) furnish or make any misleading or any false statement or report to the Department;

(4) refuse to submit to the Department any reports or refuse to make available to the Department any records required by the Department in making investigation of the facility for licensing purposes;

(5) fail or refuse to submit to an investigation by the Department;

(6) fail or refuse to admit authorized representatives of the Department at any reasonable time for the purpose of investigation;

(7) fail to provide, maintain, equip and keep in safe and sanitary condition premises established or used for child care as required under standards prescribed by the Department, or as otherwise required by any law, regulation or ordinance applicable to the location of such facility;

(8) refuse to display its license or permit; or

(9) fail to maintain financial resources adequate for the satisfactory care of children served in regard to upkeep of premises, and provisions for personal care, medical services, clothing, education and other essentials in the proper care, rearing and training of children.

Section 9. Prior to revocation or refusal to renew a license, the Department shall notify the licensee by registered mail with postage prepaid, at the address specified on the license, or at the address of the ranking or presiding officer of a board of directors, or any equivalent body conducting a child care facility, of the contemplated action and that the licensee may, within 10 days of such notification, dating from the postmark of the registered mail, request in writing a public hearing before the Department, and, at the same time, may request a written statement of charges from the Department.

(a) Upon written request by the licensee, the Department shall furnish such written statement of charges, and, at the same time, shall set the date and place for the hearing. The charges and notice of the hearing shall be delivered by registered mail with postage prepaid, and the hearing must be held within 30 days, dating from the date of the postmark of the registered mail, except that notification must be made at least 15 days in advance of the date set for the hearing.

(b) If no request for a hearing is made within 10 days after notification, or if the Department determines, upon holding a hearing that the license should be revoked or renewal denied, then the license shall be revoked or renewal denied. When the Department expressly finds that the continued operation of a child care facility violates any minimum standard prescribed by the Department, as authorized by this Act, or otherwise jeopardizes the health, safety, morals or welfare of children served by the facility, the Department shall include in its order revoking or refusing to renew the license an order of closure directing that the operation of the facility terminate immediately. In this event, the facility may not operate during the pendency of any proceeding for the judicial review of the decision of the Department revoking or refusing to renew the license, except under court order.

(c) Upon the hearing of proceedings in which the license is revoked, renewal of license is refused or full license is denied, the Director of the Department, or any officer or employee duly authorized by him in writing, may administer oaths and the Department may procure, by its subpoena, the attendance of witnesses and the production of relevant books and papers.

(d) At the time and place designated, the Director of the Department or the officer or employee authorized by him in writing, shall hear the

charges, and both the Department and the licensee shall be allowed to present in person or by counsel such statements, testimony and evidence as may be pertinent to the charges or to the defense thereto. The hearing officer may continue such hearing from time to time, but not to exceed a single period of 30 days, unless special extenuating circumstances make further continuance feasible.

Section 10. Any judge of the circuit court, upon application either of the person requesting a hearing or of the Department, may require the attendance of witnesses and the production of relevant books and papers before the Department in any hearing relating to the refusal or revocation of licenses. The refusal or neglect to obey the order of the court compelling the attendance or production, is punishable as in other cases of contempt.

Section 11. Whenever the Department is advised, or has reason to believe, that any person, group of persons or corporation is operating a child care facility without a license or permit, it may make an investigation to ascertain the facts. If it finds that the child care facility is being, or has operated without a license or permit, it may report the results of its investigation to the Attorney General, and to the appropriate State's Attorney for prosecution.

Section 12. A child care facility licensed or operating under a permit issued by the Department may publish advertisements of the services for which it is specifically licensed or issued a permit under this Act. No person, unless licensed or holding a permit as a child care facility, may cause to be published any advertisement soliciting a child or children for care or placement or offering a child or children for care or placement.

Section 13. Whenever a child is placed in or with a child care institution or in or with a child welfare agency, the placement shall, whenever practicable, be to, with or in the custody of a child care facility as is under the control of persons of the same religious faith as that of the child. Whenever a child is placed in a group care home or in a foster family home, the placement must, if practicable, be made with a person or persons of the same religious faith as that of the child.

Section 14. (a) No child care facility may be incorporated nor may amendments to articles of incorporation of a child care facility be approved by the Secretary of State unless the proposed articles of incorporation or proposed amendments to articles of incorporation are first submitted to the examination of the Department. The Secretary of State may not issue a certificate of incorporation nor a certificate of amendment to articles of incorporation until the Department has filed in his office a certificate certifying that:

(1) the Department has examined the articles of incorporation and the incorporators, in its judgment, are reputable and responsible persons;

(2) the proposed child care facility is needed, and the incorporation of the agency is desirable and for the public good; or

(3) the Department has examined the amendments to articles of incorporation and the agency in question is, in its judgment, performing in good faith the work undertaken by it, and that the amendment is a proper one and for the public good.

(b) If the Department has reason to believe that funds solicited and received by a corporation for conduct of a defunct child care facility are not being used for that purpose or are being fraudulently used by the corporation or its members, the Department shall report these facts to the Attorney General and request an investigation of the corporation to determine if the corporation should be dissolved.

Section 15. Every child care facility must keep and maintain such records as the Department may prescribe pertaining to the admission, progress, health and discharge of children under the care of the facility and shall report relative thereto to the Department whenever called for, upon forms prescribed by the Department. All records regarding children and all facts learned about children and their relatives must be kept confidential both by the child care facility and by the Department.

Section 16. (a) Any child care facility receiving a child for care or supervision from a foreign state or country shall report that child to the Department in the same manner as is required for reporting other children.

(b) A person, agency or organization, other than a licensed child care institution or child welfare agency, may not receive a foreign child without prior notice to and approval of the Department.

(c) In all instances the Department may require a guaranty that a child accepted for care or supervision from a foreign state or country will not become a public charge upon the State of Illinois.

(d) Reports to the Department must be made, as required.

(e) The Department may enter into agreements with public or voluntary social agencies headquartered in states adjacent to the State of Illinois, regarding the placement of children in licensed foster family homes within the boundaries of Illinois, if the agencies meet the standards and criteria required for license as a child welfare agency in Illinois. The agreements may allow foreign agencies to place and supervise children for whom they have responsibility within the State of Illinois, without regard to paragraph (a) of this Section. These agreements must, however, include a requirement that the agencies cooperate fully with the Department in its inquiry or investigation into the activities and standards of those agencies, and provide that the Department may, at any time upon 15 days written notice to an agency by registered mail, void the agreement and require the observance of paragraph (a) of this Section.

Section 17. The "Administrative Review Act" and the rules adopted pursuant thereto, applies to and governs all proceedings for the judicial review of final administrative decisions of the Department. The term "administrative decision" is defined as in Section 1 of that Act.

Section 18. Any person, group of persons, association or corporation who

(1) conducts, operates or acts as a child care facility without a license or permit to do so in violation of Section 3 of this Act;

(2) makes materially false statements in order to obtain a license or permit;

(3) fails to keep the records and make the reports provided under this Act;

(4) advertises any service not authorized by license or permit held;

(5) publishes any advertisement in violation of this Act;

(6) receives within this State any child in violation of Section 16 of this Act; or

(7) violates any other provision of this Act or any reasonable rule or regulation adopted and published by the Department for the enforcement of the provisions of this Act, is guilty of a misdemeanor and shall be fined not less than $100 nor more than $1,000 or be imprisoned in a penal institution other than the penitentiary not longer than one year, or both, and in case of an association or corporation, imprisonment may be imposed upon its officers who knowingly participated in the violation.

In a prosecution under this Act, a defendant who relies upon the relationship of any child to himself has the burden of proof as to that relationship.

Section 19. Any license issued under the "Child Care Act", approved July 10, 1957, as amended, remains valid until its expiration date or until revoked by the Department under this Act.

Section 20. Should any Section, subdivision, clause, phrase or provision of this Act be held unconstitutional or invalid for any reason whatsoever, that holding shall not affect the validity of the remaining portions of this Act.

Section 21. "An Act in relation to the regulation of facilities for child care and to repeal an Act therein named", approved July 10, 1957, as amended, is repealed.

Section 22. This Act takes effect on January 1, 1970.

MENU GUIDES

The following sample menus are guides for meeting one-third of the daily food requirements for children remaining in a day care center from five to seven hours.

Mid-Morning Snack		
1/3 to 1/2 cup	Fruit or fruit juice (preferably citrus, if not citrus, vitamin C content must equal required serving of citrus)	
Noon Meal		
2 to 4 tablespoons (1 to 2 ounces)	Meat, poultry, fish, cheese	
	or	
1	Egg	
	or	
1/3 to 2/3 cup	Dried peas or beans	Use no more than twice a week in place of meat, poultry, fish, cheese, or egg.
	or	
2 to 4 tablespoons	Peanut butter	
2 to 4 tablespoons (1/4 to 1/2 cup)	Vegetables - include a good source of Vitamin A	
1/2 to 1 slice	Bread, whole grain or enriched	
1/2 to 1 teaspoon	Butter or margarine	
1/4 to 1/2 cup	Fruit or Pudding	
1/2 to 1 cup	Milk (Grade A, pasteurized)	
Mid-afternoon Snack		
1/2 to 1 cup	Milk (Grade A, pasteurized)	

Potatoes, rice, macaroni, noodles may be used to round out the noon meal; potatoes should be used at least twice a week.

Range in size of servings is used to adapt to age of child, small and big appetites, and active or inactive child.

Second servings should be available.

Picnic lunches may be served occasionally, but sandwich lunches shall not be brought from home.

THE ILLINOIS DEPARTMENT OF
CHILDREN AND FAMILY SERVICES

Guides for Fire Prevention and Control
in Group Child Care Facilities*

(Compiled by the Advisory Committee on Standards for Child Care Facilities in cooperation and with the approval of the State Fire Marshal.)

General

Real fire prevention is the result of habit training in the observance of a few easily understood fundamentals, and the essentials of fire prevention and control must be learned and practiced by every member of the staff and older children. The presence of very young or handicapped children places upon every employee the special responsibility of taking all possible precautions against fire and to act swiftly, intelligently, and efficiently if fire should strike.

I. Organization and Preparation of Staff

The group child care facility should see that a properly trained staff person, or local fire officials are available to:

1. Conduct regular inspections for the discovery and elimination of fire hazards.

2. Instruct and drill all employees on the subject of fire safety, according to recommendations of the State Fire Marshal's office or local fire department.

3. Regularly check and/or test, as indicated, all equipment used for the prevention or control of fire, with immediate recharge or replacement if needed.

4. Provide direct leadership in the event of fire, taking necessary steps to insure safety of children and staff, preservation of property, and control of blaze.

Emergency Service

All employees on duty should assist, as they are able and needed, in the event of fire or other catastrophe.

II. Inspections, Tests, Drills, and Special Instruction

1. Fire Inspections. In addition to a formal, annual inspection visit by local or State fire officials, it is advisable that a specially qualified

* These Guides are generally applicable to all group child care facilities except routine periodic reinspections may be waived for small group care facilities as provided under the section on PLANT AND EQUIPMENT of prescribed standards.

staff member or local fire official conduct monthly inspections of the entire premises expressly to observe any possible fire hazard. Any such hazard should be corrected immediately.

2. Tests. All fire safety equipment should be regularly checked and tested for operating efficiency by the staff person who is responsible for maintenance of the premises.

3. Drills. Periodic fire drills for children and staff should be conducted at least twice a year. More frequent drills should be held if the ages, handicapping conditions or other characteristics of the children require such. Drills should include descent of outside fire escape; demonstration of the location and use of the fire alarm system and extinguishers; talks on fire prevention; and a detailed review of procedures to be followed in the event of fire.

Special attention should be given to means of evacuating and roll call of the children.

4. Special Instruction to Employees. There should be continuous instruction to the staff, based upon the recommendations and instructions of the Fire Marshal's office. Switchboard operators should receive special instruction about responsibilities in case of fire. Individual instruction on fire prevention and control and extinguisher operation should be given to each employee.

III. Fire Prevention

Fire prevention is the obligation of every employee. The simple precautions, set forth below, must be exercised by all, and in the training of the staff and children, these needs must be stressed and reemphasized frequently.

1. Promptly Dispose of Rubbish. This includes any unnecessary materials that would burn easily, and is simply a matter of good housekeeping by every employee and able child.

2. Keep Inflammables Away from Heating and Cooking Equipment. Newspapers, magazines, cloths, paper supplies, wrappings, and such, should never be placed on radiators or near cooking or heating equipment.

3. Keep Inflammables, Such as Cleaning Fluids and Paints in metal storage cabinets, and never use them in any room or area where there is a pilot light or other source of automatic ignition.

4. Report Defective Wiring. It is one of the commonest causes of fire. Electrical appliances should be examined frequently for worn or otherwise defective wiring. Any person who observes a condition

of this nature should immediately notify the maintenance engineer, the executive, or other person in authority, and discontinue use of the faulty equipment until repaired or replaced.

5. Use Great Care in the Operation of Electric and Gas Appliances, such as irons, hot plates, vaporizers, heaters, and electric blankets. It is essential that a responsible adult carefully supervise use of such equipment by children. Appliances must be equipped with warning lights, to indicate when they are on, and used in areas set aside for the purpose.

6. Incinerators Must Be Used with Care. The cover always must be kept tightly closed. Use of the incinerator for disposal of inflammable refuse should be restricted to the engineer, housekeeping, and dietary staff.

7. Ash Receptacles Must Be Used Only As Intended. Never use ash receptacles as depositories for waste paper, rubbish, or other inflammables.

8. Observe Smoking Rules Carefully. Smoke only where and when the practice is permitted, and make proper disposition of butts and ashes. Staff should familiarize themselves with any smoking regulations of the agency, and be held responsible for their strict observance.

9. The Following Precautions are Important in the Care of Inflammable Christmas Trees:

a. Natural trees should be sprayed with a fire-resistant solution.

b. Great care should be used in adorning trees with lights which should always be turned off when room is vacated.

c. Flood lights used for lighting should be located far enough from the tree to avoid overheating, and turned off whenever the room is vacated.

d. Flood lights and tree lights must be inspected regularly by the maintenance personnel. Any employee should notify his supervisor, the engineer, or the executive, at once, if a light is burned out or seems to be functioning improperly.

e. There should be no smoking in any room containing a Christmas tree.

f. Trees should not be permitted in sleeping rooms.

IV. Preventing Spread of Small Fire

The following additional precautions are necessary to prevent a small fire from spreading, and to permit prompt evacuation of the building in case of fire or other emergency:

1. Doors Closed. Double-action doors (smoke screens) in each corridor, and doors between corridors and stairwells must be kept closed when they are not in actual use.

2. Corridors Unobstructed. All corridors and the approaches to fire escapes and other exits must be kept clear and unobstructed. Toys, skates, bicycles, galoshes, and other items must be kept clear of all exits and stairwells. Wheelchairs and other equipment used in facilities housing handicapped children, which at times must be kept in corridors, may be placed on one side of the corridor only. This should leave an aisle wide enough to permit free passage of the widest wheelchair, frame, cart, or other conveyance used in the facility.

3. Windows, Window Guards, and Screens Tested Regularly. Any window, guard, or screen which cannot be removed, raised, or opened with reasonable ease, at all times, should be reported at once to a supervisor, the maintenance engineer, or the executive, and necessary adjustments made immediately.

4. Report At Once Any Condition Which Could Be a Fire Hazard. TOMORROW MAY BE TOO LATE!

V. Procedures in Case of Fire

1. Action When Smoke Is Observed. The first sign of fire is smoke. Sound alarm immediately at the nearest manual pull box, if smoke is observed, and start evacuating children at once. If more than one person is present, one should sound the alarm while the others start evacuating the occupants.

2. Immediate Evacuation Essential. The importance of immediate evacuation cannot be overemphasized. If the fire is located in a room, get all persons out of that room first and shut the door tightly. Then get everyone out of the building or out of the fire area, if fire resistant, horizontal exits are available.

3. Transmitting Alarm. If the alarm is not automatically transmitted to the Fire Department, there should be at least one designated employee on duty, at all times, responsible for reporting the fire immediately to the Fire Department as soon as the alarm is heard. All persons on duty must respond at once, reaching their stations in a matter of seconds, remain calm, think clearly, and act quickly to save lives and property.

4. Posting Telephone Number of Fire Department for Immediate Use. The Fire Department telephone number must be prominently posted on all telephones and any person reporting a fire should state the address of the facility and identify it by name. Delay in calling the Fire Department could mean the difference between a small fire and a serious conflagration if the mechanical alarm system failed to communicate the signal, or if there is no tie-in alarm at the local Fire Department.

No one ever should be critized for calling the Fire Department, in good faith, to report a fire, even if there is no fire or it has been extinguished before the arrival of the fire equipment.

5. Method of Evacuating. If smoke obscures vision when evacuating, keep low and near walls. Use the walls as guides to exits. Travel away from the fire to the nearest exit, stairwell, or fire escape. If corridors are impassable because of heat and smoke, close door tightly before opening windows to escape or to await rescue.

Standards Issued by
The Department of Children and Family Services

Standards for licensed child care facilities prescribed and published by the Department of Children and Family Services under provisions of the Child Care Act, approved May 15, 1969, as amended, include:

MINIMUM STANDARDS FOR LICENSED GROUP HOMES, based on Department Regulation No. 5.07.

MINIMUM STANDARDS FOR LICENSED NIGHT-TIME HOMES, based on Department Regulation No. 5.08.

MINIMUM STANDARDS FOR LICENSED DAY CARE HOMES, based on Department Regulation No. 5.09.

MINIMUM STANDARDS FOR LICENSED CHILD WELFARE AGENCIES, based on Department Regulation No. 5.10.

STANDARDS FOR LICENSED CHILD CARING INSTITUTIONS AND MATERNITY CENTERS, based on Department Regulation No. 5.11.

MINIMUM STANDARDS FOR LICENSED FOSTER FAMILY HOMES, based on Department Regulation No. 5.12.

STANDARDS FOR LICENSED DAY CARE CENTERS AND NIGHT-TIME CENTERS, based on Department Regulation No. 5.13.

Copies of these standards may be obtained through the Department of Children and Family Services, State Office Building, Room 404, Springfield, 62706, or the following regional offices of the Department:

AURORA REGION
361 Old Indian Trail
AURORA 60504

CHAMPAIGN REGION
2125 South 1st Street
CHAMPAIGN 61820

CHICAGO REGION
1026 S. Damen Ave.
CHICAGO 60612

EAST ST. LOUIS REGION
310 N. 10th Street
EAST ST. LOUIS 62201

MURPHYSBORO REGION
9 S. 12th Street
MURPHYSBORO 62966

PEORIA REGION
[redacted]
5415 N. University Ave.
PEORIA 61614

ROCKFORD REGION
[redacted]
4302 N. Main St.
ROCKFORD 61103

SPRINGFIELD REGION
4500 S. 6th Street Road
SPRINGFIELD 62706

See Regional Map Inside Front Cover